ANNUAL REPORT

OF THE

ARCHITECT OF THE CAPITOL

FOR THE PERIOD

October 1, 1980 to September 30, 1981

Washington, D.C. 20515

This Fiscal Year 1981 Annual Report covers the period from October 1, 1980 through September 30, 1981. It represents the sixth such report published by the Architect of the Capitol since the concept was revived in Fiscal Year 1976.

The purpose of the Annual Report is to record those significant events and the work accomplished by the Office of the Architect of the Capitol during the past fiscal year. The report covers all activities under the Architect and is organized, as is the Office itself, into Central Office activities including Architecture, Engineering, Administration and Construction Management and the activities of Property Management/Buildings and Grounds.

Central Office activities are described through the Executive Committee Offices of the Assistant Architect, Executive Assistant, Administrative Assistant, Director of Engineering, Budget Officer and General Counsel. Property Management/Buildings and Grounds activities again encompass the Capitol Building, Capitol Grounds, Senate Office Buildings, House Office Buildings, Library of Congress, Capitol Power Plant, Botanic Garden and Supreme Court.

George M. White, FAIA
Architect of the Capitol

TABLE OF CONTENTS

	Page
THE ARCHITECT'S MESSAGE	iii
OFFICE OF THE ARCHITECT OF THE CAPITOL	1
CENTRAL OFFICE ACTIVITIES	3
Office of the Assistant Architect	3
Architecture Division	3
Construction Management Division	4
Alterations and Renovation Branch	4
New Construction Branch	5
Stone Division	6
Office of the Executive Assistant	7
Curator	7
Art and Reference Division	8
Records Management Division	10
Photography Division	10
Master Plan for Future Development of the Capitol Grounds and Related Areas	12
Senate Office Systems Research Project	12
Capitol Hill Graphics System	14
Office of the Administrative Assistant	16
Accounting Division	16
Accounting Branch	16
Payroll Branch	17
Data Processing Division	17
Flag Office	19
Office Services Division	19
Personnel Division	20
Procurement Division	21
Purchasing Branch	21
Contract Branch	22
Senate Restaurants	23
Office of the Director of Engineering	26
Air Conditioning Engineering Division	26
Electrical Engineering Division	27
Elevator Engineering Division	28
General Engineering Division	29
Safety Engineering Division	30
Electronics Engineering Division	30
Capitol Power Plant	31
Office of the Budget Officer	33
Office of the General Counsel	36
PROPERTY MANAGEMENT/BUILDINGS AND GROUNDS	38
Capitol Building	38
Capitol Grounds	41
Senate Office Buildings	42
House Office Buildings	44
Capitol Power Plant	50
Library of Congress	51
Botanic Garden	56
Supreme Court	59

APPENDIX

	Page
Jurisdiction of the Architect of the Capitol, 1981	61
Architect of the Capitol Summary of Appropriations and Authorized Positions, Fiscal Year 1981	62
Architect of the Capitol Appropriations, Fiscal Years 1978–1981 (including Supplementals)	63
Projects Completed by the Architecture Division during Fiscal Year 1981 (By Building)	64
Projects Completed by the Construction Management Division, Alterations and Renovation Branch, Fiscal Year 1981 (By Building)	67
Construction Management Division, New Construction Branch, Philip A. Hart Senate Office Building Construction Data	69

THE ANNUAL REPORT OF THE ARCHITECT OF THE CAPITOL
FISCAL YEAR 1981

The Annual Report of the Architect of the Capitol was first submitted to Congress in 1818. A report was not submitted between 1947 and 1975, although the Architect, pursuant to section 105 of Public Law 454, 88th Congress, publishes a semiannual report on expenditures from moneys appropriated to his various accounts. The Annual Report of the Architect of the Capitol was reinstituted in Fiscal Year 1976; subsequent reports have been published for Fiscal Years 1977 through 1980.

OFFICE OF THE ARCHITECT OF THE CAPITOL

The first Architect of the Capitol was appointed in 1793 by the President of the United States. During the period of the original construction and major growth of the Capitol (1793–1865) appointments were made to the position of Architect at such times and for such periods as the various stages of the construction work required, although the position was virtually continuous. The Office of the Architect has, however, actually been continuous from 1851 to the present.

The functions of the office have changed materially through the years in accordance with the increased activities imposed upon it by Congress, due principally to the addition of new buildings and grounds. Originally, the duties of the Architect of the Capitol were to plan and construct the Capitol Building, and later, to supervise its care and maintenance.

Permanent authority for the care and maintenance of the Capitol Building is provided by the Act of August 15, 1876 (19 Stat. 147; 40 U.S.C. 162–163). This act has been amended from time to time to provide for the care and maintenance of the additional buildings and grounds placed under the jurisdiction of the Architect of the Capitol by Congress in subsequent years.

The Architect of the Capitol, acting as an agent of the Congress, is in charge of the structural and mechanical care of the Capitol Building, and making arrangements with the proper authorities for ceremonies and cermonials held in the building and on the grounds; he is also charged with the care and repair of all works of art in the Capitol, under the direction of the Joint Committee on the Library; he is responsible for the care, maintenance, and improvement of the Capitol Grounds, including 190.5 acres of landscaping, parks, street and parking, and has responsibility for the structural and mechanical care of the Library of Congress Buildings and the United States Supreme Court Building.

Subject to the approval of the Senate Committee on Rules and Administration as to matters of general policy, the Architect is similarly charged with the structural, mechanical, and domestic care and maintenance of the Senate Office Buildings, including the maintenance and operation of

the mechanical, electrical, and electronic equipment and the Senate subways; he is also responsible for the operation of the Senate Restaurants.

Under the direction of the House Office Building Commission, the Architect is responsible for the structural, mechanical and domestic care and maintenance of the House Office Buildings, including the maintenance and operation of mechanical, electrical, and electronic equipment; he is charged with the care, maintenance, and operation of the Capitol Power Plant, which supplies steam for heating and chilled water for cooling the Capitol, Senate and House Office Buildings, Library of Congress Buildings and others.

Under the direction of the Joint Committee on the Library, the Architect serves as Acting Director of the U.S. Botanic Garden.

The Architect of the Capitol is also charged with the planning and construction of such buildings as may be committed to his care by Congress from time to time. Current projects include construction of the Philip A. Hart Senate Office Building, remodeling of House Office Building Annex No. 2, modification and enlargement of the Capitol Power Plant, and construction of the Library of Congress James Madison Memorial Building. The Architect has also been charged with the development of the Master Plan for Future Development of the United States Capitol Grounds and Related Areas.

The Architect of the Capitol by law serves as a member of the Capitol Police Board, the Capitol Guide Board, the District of Columbia Zoning Commission, the Board of Directors of the Pennsylvania Avenue Development Corporation, and the Advisory Council on Historic Preservation. He is also a member of the Art Advisory Committee to the Washington Metropolitan Transit Authority, the National Capital Memorial Advisory Committee to the Secretary of Interior, National Conservation Advisory Council, and serves as Coordinator of Civil Defense for the Capitol group of buildings.

The Architect of the Capitol is assisted directly by the Assistant Architect of the Capitol, Executive Assistant, Administrative Assistant, Director of Engineering, Budget Officer and General Counsel. The Architect has established these officers as an ad hoc Executive Committee to assist him in policy determination.

These individuals head the major divisions which comprise the Central Office of the Architect of the Capitol; they are responsible for the administration and coordination of requirements needed to provide for the efficient management and operation of the various programs and activities of the Architect of the Capitol. These activities include architectural and engineering design, construction management and property management, including such diverse concerns as art, photography and real estate planning for future development. Other areas of management such as legal, personnel, procurement, and financial analysis are centrally administered as well.

Also reporting directly to the Architect of the Capitol are the Supervising Engineer, Capitol Building; Landscape Architect, Capitol Grounds; Superintendent, Senate Office Buildings; Superintendent, House Office Buildings; and Assistant Director, Botanic Garden. The Supervising Engineer, Library of Congress; Supervising Engineer, United States Supreme Court; and Chief Engineer, Capitol Power Plant, report to the Director of Engineering. The offices of the superintendents are responsible for the care and maintenance (property management) of their respective buildings under the jurisdiction and supervision of the Architect of the Capitol.

CENTRAL OFFICE ACTIVITIES

The Central Office of the Architect of the Capitol is comprised of seven offices, including the Office of the Architect. The functions of these offices and the activities for Fiscal Year 1981 are described as follows:

OFFICE OF THE ASSISTANT ARCHITECT AND DIRECTOR OF ARCHITECTURE

The Assistant Architect collaborates with the Architect in the management and direction of the functions of the Office of the Architect of the Capitol. The Assistant Architect is principal advisor to the Architect in matters of architectural design of new buildings and renovations and improvements to the existing buildings under the jurisdiction of the Architect.

The Assistant Architect serves as the Acting Architect of the Capitol in the absence of the Architect.

The Architecture Division, the Construction Management Division, and the Stone Division are supervised by the Assistant Architect.

Architecture Division

The Architecture Division is structured to provide services for architectural and interior design, structural engineering, specifications and cost estimating. In addition to producing the documentation for a continuing series of projects devoted to the renovation, restoration and modification of existing buildings, the Architecture Division coordinates and reviews the work of consulting associate architects engaged principally on new construction projects.

The design, drafting, specification and structural engineering components of the Architecture Division prepared documents for 222 projects during Fiscal Year 1981. These projects of various sizes and complexities included alterations, restorations, and renovations to the existing buildings on Capitol Hill. Of the 222 projects 64 were located in the U.S. Capitol, 29 in Senate Office Buildings, 115 in House Office Buildings, 4 in the Supreme Court and 6 in the Library of Congress Buildings. The remaining four projects were distributed between the Botanic Garden and the Capitol Grounds. Typically projects include one or more of the following tasks: on-site surveys and measurements of existing conditions; program development; space and furniture layouts; design and selection of furniture and furnishings; color coordination; preparation of preliminary and final drawings, specifications and graphics; and supervision of the final work.

The Structural Engineer reviews drawings prepared by the architectural staff for applicable projects. He prepares structural analyses of existing

88-308 O—82——2

conditions requiring remedial repair, or being proposed to accommodate extraordinary loadings. The Structural Engineer inspects structural components on new construction projects and provides instructions for in-house structural changes.

The staff of the Architecture Division continued to work in close cooperation with the Construction Management Division, the Engineering Department, the Procurement Division, the associate architects and the Supervising Engineers and Building Superintendents.

A complete list of projects on which the Architecture Division worked in Fiscal Year 1981 is found in the Appendix to this report.

Construction Management Division

In Fiscal Year 1981 the Construction Management Division was reorganized and placed under the direction of the Superintendent of Construction. The reorganized Construction Management Division is composed of two branches: The New Construction Branch and the renamed Alterations and Renovation Branch.

Alterations and Renovation Branch

Within the Construction Management Division, the Alterations and Renovation Branch is responsible for the major in-house alteration and renovation projects. The work performed by this branch covers a broad area of construction activities and includes work normally categorized under general conditions, sitework, concrete, stonework, structural steel and several types of architectural, electrical and mechanical trades.

As the term "in-house general contractor" implies, this organization provides total services to carry out a construction project from beginning to end just as outside "general contractor" would do from bid through completion. Much of the work handled is performed in this fashion, but in some instances there is a mix of this type of work interfaced with multiple contracts with outside suppliers or specialty contractors which introduces the construction management aspect of this organization. The actual workers in the various construction trades are hired on a temporary basis by the day just as a private contractor would do. When possible, permanent maintenance employees are utilized as well in order to reduce project costs. In the latter case, this branch provides technical direction over such employees who are under the supervision of building superintendents and supervising engineers.

Project assignments are performed within the buildings and grounds of the Capitol Complex or other areas under the jurisdiction of the Architect of the Capitol.

This branch also provides estimating services for the Office of the Architect of the Capitol. Estimates are prepared for the purpose of establishing funding requests for carrying out proposed construction activities and also for checking or auditing estimates and proposals from outside consultants and contractors.

In order to carry out its assigned projects, the branch maintains close working relationships with the other divisions, branches, and groups within the Office of the Architect of the Capitol.

In particular, the Alterations and Renovation Branch coordinates its work with the Architecture and Engineering Departments to assure that the design requirements are fully met and to receive technical direction over assigned projects. Materials, supplies and equipment for the branch are procured through the Purchasing and Contracts Branches of the

Procurement Division. Similarly, it processes contractors' requisitions, suppliers' invoices, and workmen's payrolls through the Accounting Division, and personnel actions are processed through the Personnel Division for the hiring, termination and changes in status of its work force. The branch is most sensitive to the need to plan and execute its projects in close consultation with the Building Superintendents, the Supervising Engineer, the Landscape Architect, and others responsible for the management and operation of the areas in which work is to be performed.

At the end of Fiscal Year 1981 the branch was staffed by six persons on an annual salary basis who supervised and monitored activities and provided the necessary support services.

The Appendix to this report contains construction data relating to the work of the Construction Management Division Alterations and Renovation Branch.

New Construction Branch

The Construction Management Division, New Construction Branch is responsible for the overall "owner" control of all construction projects built within the boundaries of the United States Capitol grounds and other areas under the jurisdiction of the Architect of the Capitol. The branch's responsibilities include the management, inspection and administration of the design, consultant and construction contracts.

During the design phase, the Construction Management Division, New Construction Branch reviews the drawings and specifications at progressive stages of development in order to eliminate possible contractual problems in both administration and execution of the work. It also issues the contract documents for bidding.

During construction the branch provides daily supervision, management and inspection on the job site to ensure that the work is performed on time, within budget and in accordance with the contract documents; negotiates proposals, clarifications and claims; conducts progress, scheduling, coordination and other meetings; and prepares supplements and change orders.

In addition, this branch processes and reviews in general all of the contractors' submittals, including shop drawings, technical brochures and samples, and maintains permanent files on the submittals. It recommends payment to the various contractors and consultants for work completed, reviews claims against the Government, and provides administrative and technical assistance to the Litigation Division.

The New Construction Branch has a staff of technical specialists who provide the necessary expertise in all fields of construction, including estimating, scheduling, stonework, masonry, architectural specialties, structural steel inspection, plumbing, heating, ventilating, air conditioning, control work and electrical work.

During Fiscal Year 1981, the New Construction Branch continued to manage three major construction projects: the Philip A. Hart Senate Office Building, Modifications to and Enlargement of the Capitol Power Plant, and the James Madison Memorial Building of the Library of Congress.

The Hart Building project (formerly known as the Extension to the Dirksen Senate Office Building) was 80 percent complete at the end of Fiscal Year 1981.

The Phase IV Superstructure Contract was substantially complete in September 1981; all remaining construction and procurement contracts

are expected to be substantially finished by the end of 1982, when occupancy is scheduled.

The remaining punch list items on the Capitol Power Plant Project were finished in 1981. Construction contracts are still open, however, pending the resolution of claims and the receipt of record drawings.

Most of the punch list work on the James Madison Memorial Building was also completed in 1981 with the exception of the bronze decorating screen, the elevators, environmental control system and other minor items. Negotiations on outstanding claims are still underway.

Construction data related to the Philip A. Hart Senate Office Building, Capitol Power Plant Remodeling Project and the Library of Congress James Madison Memorial Building are presented in the Appendix.

Stone Division

Duties of the Stone Division during Fiscal Year 1981 included the supervision and maintenance of the Poplar Point Storage Yard, the inspection of stone erection on-site at the Hart Senate Office Building project, the inspection of the fabrication of marble at the quarries in Georgia and Tennessee, the checking of shop drawings and the management of stone procurement contracts.

The setting of the Vermont marble on the exterior of the Hart Senate Office Building, which began in April 1980, was 99 percent complete at the end of September 1981, as was 55 percent of the interior Cherokee Georgia marble erection. The procurement contract for Craig Pink Tennessee marble was 61 percent fulfilled at the end of the year, with setting of the atrium floor scheduled to begin shortly thereafter.

Because of the near completion of the stone setting contracts the staff of the Stone Division has been reduced to three, including an inspector at the Georgia Marble Company plant, an on-site inspector at the Hart Building project and the stone specialist.

OFFICE OF THE EXECUTIVE ASSISTANT

The Executive Assistanct collaborates with the Architect of the Capitol in the direction and accomplishment of the functions of the Office of the Architect of the Capitol.

The Executive Assistant is principal advisor to the Architect for and manager of special projects conducted primarily by consultants to the Office of the Architect of the Capitol. Significant among these projects in Fiscal Year 1981 were the completion of the "Master Plan for Future Development of the Capitol Grounds and Related Areas," the nearly completed "Senate Office Systems Research Project," and the Capitol Hill Graphics Manual. The project "Renovation Studies for the Russell and Dirksen Senate Office Buildings" will be completed in Fiscal Year 1982. The Executive Assistant also provides general direction for the Curator for the Office of the Architect of the Capitol, including the Architectural Historian, Art and Reference and Records Management Divisions, as well as the Photographic Division.

The Executive Assistant serves as the Acting Architect of the Capitol in the absense of both the Architect and the Assistant Architect and is the designated representative of the Architect to the National Conservation Advisory Council and other similar executive-level representations that may arise from time to time.

Curator

The Curator for the Architect of the Capitol, under the direction of the Executive Assistant, supervises the care and conservation of the works of art under the Architect's jurisdiction, art restoration projects, and the preparation of exhibitions. In addition, the Curator serves as Architectural Historian and supervises and coordinates the activities of the Art and Reference Division and the Records Management Division.

During Fiscal Year 1981, important additions were made to the Art Collection of the U.S. Capitol, including the following acquisitions:

Paintings

"The U.S. Capitol," bv Christopher Cranch, c. 1841, donated by the U.S. Capitol Historical Society.

"Portrait of George M. White," by William Draper, 1981, donated by the U.S. Capitol Historical Society.

Watercolors and Drawings

Proposal for the Senate Appropriation Committee Room, by Constantino Brumidi, 1856, donated by Dr. Richard H. Howland.

"West Front of the U.S. Capitol," by Paul Norton, 1977, donated by the U.S. Capitol Historical Society.

Engravings

A collection of twenty 19th century engraved views of the U.S. Capitol, donated by the Honorable Barber B. Conable, Jr.

Decorative Arts

Double desk from the House of Representatives, design credited to Thomas U. Walter, donated by Mr. Melvin Goodspeed.

Two single desks from the House of Representatives and a matching chair, designs credited to Thomas U. Walter, donated by the U.S. Capitol Historical Society.

Single desk once occupied by Thomas Hart Benton in the Old House of Representatives, design credited to Thomas Constantine, donated by the American Antiquarian Society.

Shoe shine chair and stand from the original Senate Barber Shop, c. 1870's, donated by Mrs. B J Burson.

The conservation of historic drawings in the Collection of the Architect of the Capitol continues to be an important project of the Architect's office. During Fiscal Year 1981, 329 such drawings were conserved by conservation specialists at the Library of Congress working in conjunction with the Curator.

An extensive Capitol fresco restoration proposal was begun in conjunction with noted fresco conservators Bernard Rabin and Connie Silver; completion of this project is planned during Fiscal Year 1982.

On October 15, 1980, the large Victorian mirror frame in the House of Representatives Dining Room suffered extensive disintegration. The Architect entered into a contract with R. Wayne Reynolds, an expert frame restorer, to conserve and rebuild this piece, the loss of which would have significantly altered the character of the interior of the Dining Room.

Under authority of Public Resolution No. 78 of the 76th Congress, approved June 8, 1940, it was determined that the statue of John Marshall by William Wetmore Story—which has been located on the West Terrace of the Capitol since 1884—should be conserved and moved to an indoor location in the Supreme Court. Research began on the most appropriate method of conservation.

The volume of liaison work among local museums and Congressional offices increased during Fiscal Year 1981. Loans of paintings were coordinated between the National Museum of American Art and the House Appropriations Committee, the Majority Whip of the House, and the Clerk of the House. In connection with the loan to the House Appropriations Committee, full biographies of the ten artists who were represented were researched and written.

The storage facilities of the National Gallery of Art were investigated to determine what steps might be taken to adapt certain storage rooms in the Capitol in order to make them more suitable for holding various pieces of the steadily increasing Art Collection of the Capitol.

Art and Reference Division

The Art and Reference Division functions as an archives and reference library. Its collection contains numerous primary and secondary sources concerning the Capitol and early Washington, and usage of it records continues to increase as Members of Congress, schools, researchers, authors, and the various media learn of its services. Among the frequent users are the Library of Congress and the Federal Information Centers.

During Fiscal Year 1981, 747 pieces of correspondence were answered, 2,915 telephone requests were handled, 163 research visits were logged, 14 books and 261 slides were accessioned, 405 book loans were managed, 45 lecture tours were conducted, and 5 lecture and slide presentations were given.

Several projects commanded considerable attention by the division in order to provide appropriate assistance to interested researchers. Foremost among these was the Inauguration. The transfer of the inaugural ceremony to the West Front of the Capitol generated an increase in the number of inquiries about inaugural history and precedents. The division answered these inquiries and assisted researchers from the Joint Congressional Inaugural Committee, the Presidential Inaugural Committee, all branches of the media, and the Architect's staff.

Research assistance was provided to scholars with the Joseph Henry Papers Project, Smithsonian Institution, who researched 19th century letterbooks and topical archival files to compile information on Henry's roles as a scientific consultant to Capitol projects; to various news media that were preparing news stories on muralist Allyn Cox; to architectural historian Denys Peter Myers, who was engaged in research on the Old Post Office Building; to the National Geographic Society; to the U.S. Capitol Historical Society; and to the Joint Committee on Printing for the 8th edition of *The Capitol: A Pictorial History of the Capitol and of Congress.*

Research undertaken by the division included:

- Investigation of the presence of the original Library of Congress in the Capitol, which resulted in the publication, *The Original Library of Congress: The History (1800–1814) of the Library of Congress in the United States Capitol.*
- Verification of provenance and establishment of background information concerning a desk used in the Old Hall of the House, which was donated by the American Antiquarian Society.
- Completion of work that was begun in late Fiscal Year 1980 to determine the chronology of the placement in the Rotunda of the paintings of John Trumball.
- Preparation of a history of Story's statue of John Marshall. Other projects undertaken by the division included:
- Preparation of accession sheets on 39 statues in the Statuary Hall Collection and the twenty engravings that were donated by Congressman Conable.
- Preliminary work to document photographically rooms in the Capitol.
- Reorganization of the Inauguration files to include printed memorabilia and photographs, along with the addition of pertinent material to bring them up to date.
- Continuation of the conservation of the Thomas U. Walter tissue letters.

- Continuation of research on 1857 House furnishings.
- Gathering of pertinent historical information in connection with the placement of a cenotaph in Congressional Cemetery in honor of the late Hale Boggs, Majority Leader of the House.
- Screening of numerous files regarding the adjunct buildings to the Capitol, leading to later microfilming of appropriate portions thereof.

Records Management Division

Since the Records Schedule, for the retention or disposition of all Office records, was approved late in 1980, Fiscal Year 1981 was devoted primarily to gaining compliance with the Schedule by the divisions under the Architect. Vast quantities of records are slated for microfilming, as prescribed in the Schedule; over 530,000 records were microfilmed in the past year. Of that amount, only about 5,000 records were returned to the files via controlled archival storage. The Curator's office reviewed the filmed records specified for such review in the Records Schedule, and those not deemed of historic or legal value were eliminated.

Several divisions and their shops have eliminated numerous copies of architectural and engineering drawings since they have been filmed and prints are available upon request. Also the Records Management Division continues to assist Arthur Cotton Moore Associates in their work on the restoration of the Library of Congress by providing scaled prints of the original Library drawings.

The division has continued to work closely with the Data Processing Division in devising information retrieval programs for the Architect's drawing collection, photograph collection, and correspondence files. The slide index system, completed at the end of last year, has been of great help in preparing slide talks, etc. for both staff and outside researchers. Hopefully the remaining systems can be operational by year's end.

In May, the Records Management Division took on the responsibility for accessioning, indexing and distributing the photographs produced by the Photo Lab.

Its main objective in the coming two years is to provide both micrographic retrieval equipment and computer-assisted information retrieval systems to the divisions whose records have been microfilmed; the budgetary limitations of the past two years have put this behind schedule.

Photography Division

The Architect's photographers take, process and print photographs of special events and of office projects, including construction work; maintain photograph files for historical purposes; and provide negatives to the Library of Congress Photoduplication Service from which they make prints for public purchase.

This division supplies all still photographic services requested by the Office and all other divisions. Original photography on location or in the studio, black and white prints, color prints, enlargements, negative development, originals and 35mm color slide duplicates, color transparencies, and copy negatives are routinely produced. Mounting, matting and other finishing procedures are applied as needed. An extensive photo negative and print filing system is maintained to protect and preserve these valued records. A loan service makes available to the public and other govern-

ment agencies through the Library of Congress and outside laboratories materials for research, publication and display.

During Fiscal Year 1981 approximately 9,500 8x10 inch black and white prints were produced, 2,378 negatives and transparencies were added to the files, and 2,449 prints were furnished from files or printed to order. Large format display prints, slides and copy negatives were also made in large numbers. An itemized production schedule is on file in the Central Office of the Architect.

Loss of personnel has been offset by having the typing, filing and distribution done by Records Management; this allows a concentration of effort on photography. The quality and visibility of production has risen as concentration focused on several quality projects. Color prints and slides have risen in demand as in-house production shortened delivery time, assured quality and reasonable price. An example of this was the dramatic production increase in large display color prints. No actual work on the proposed computerized file and retrieval system has been completed as yet. This will increase the effective use of our filed negatives.

No funds for new equipment were allocated in Fiscal Year 1981; most expenditures were for supplies. A new capacity was added in October 1980 when the Hope Ektaprint 2 color print processor, purchased in Fiscal Year 1980, was installed and put into daily operation. A color slide duplication system was fabricated in-house and put into production after much experimentation and adjustment to obtain consistently high quality results. Several major breakdowns and repairs to the black and white print processor indicate the need to replace this piece of major equipment in Fiscal Year 1982.

In addition to State of the Union and Joint Session coverage, several short term and three major projects were completed. Among the short term projects were the coverage of special events, a series of Senate room photo inventories, copies from bound books for various in-house reports, and pre-publication prints in black and white and color, size 16x20, of the renovation reports for the Dirksen and Russell Senate Office Buildings.

The first of three major projects completed in Fiscal Year 1981 was the photographic enlargements for inclusion in the crypt display cases. Begun during Fiscal Year 1980 and scheduled for installation before the Inauguration, all photographic work was completed by November. About 86 premium quality 16x20 black and white prints were mounted and cropped. Problems on the signage developed and final labels were produced in-house photographically instead of by silk screen methods. Litho negatives were made from the phototype set original copy, enlarged and mounted on Masonite within the time and price limits.

The second significant project was the 1981 Inaugural. In preparation for the event many 16x20s of an aerial photo depicting the west front and lawn area were provided. Two helicopter fly-overs supplied aerials to record and visualize preparations. Two hundred and seventy-nine directional signs were produced photographically. Several of the 815 negatives made of the event have been widely reproduced as originals and used in the 8th edition of *The Capitol—A Pictorial History of the Capitol and of the Congress.*

The third and longest project was photography for the final phase of the "Master Plan for the United States Capitol." Illustrations of existing architectural structures, aerials, prints from consultants negatives, and the Architect's files consumed much time and effort. Considerable efforts

88-308 O—82——3

went into lighting and making reproduction quality slides of the huge and beautiful model at the Smithsonian's facilities. A final slide program was prepared from the publication and original copy.

Master Plan for Future Development of the Capitol Grounds and Related Areas

The Legislative Branch Appropriations Act of 1976 (89 Stat. 288–289) authorized the Architect of the Capitol to proceed with the preparation of a master plan for the future development of the U.S. Capitol Grounds, for the possible enlargement of those Grounds and for the future expansion, growth, and requirements of the Congress and such parts of the judiciary branch as appropriate.

In August of 1976, the Phase I Report was published which outlined for the Congress and interested citizens the results of preliminary survey of existing conditions, the status of space and facilities, movement problems, visual disruption, and the need for environmental protection and enhancement. It further outlined in detail the method and scope of the entire study.

In August of 1977, the Phase II Report, "Toward a Master Plan for the U.S. Capitol, Phase II, The Alternatives," was published. This report and accompanying technical reports document results of the data analysis, all alternatives studied, and conclusions drawn. In 1978 and 1979 the Architect of the Capitol, his staff, and the Planning Group conducted a series of presentation and discussion sessions with appropriate committees of the Congress, the general public, community leaders, institutions, agencies and property owners involved in or affected by the alternative actions under consideration. The results of these sessions were taken into account in preparation of Phase III, the final phase of the Master Plan.

In 1980 the U.S. Capitol Master Planning Group initiated Phase III, preparation of the Master Plan. Following the pattern established in Phases I and II, the Architect of the Capitol and the Planning Group conducted a series of presentation and discussion sessions as work progressed. These public sessions culminated with the public meeting in September 1980 at which the nearly completed Plan was presented.

Phase III was completed in the Fall of 1981 with the publication of the report "The Master Plan for the United States Capitol." The formal adoption of the Plan, as well as the enactment of the enabling legislation necessary for the accomplishment of the safeguards required for the concept to come to fruition, was recommended in its transmittal to Congress on September 24, 1981. The ability of new Congresses to reconsider and modify the Plan is a strength that enhances and is compatible with the planning process itself.

The Plan is deemed to be of major importance not simply because of the need for thoughtful consideration to be given to the future physical appearance of the center of our representative form of government, but also, and more importantly, from the standpoint of the opportunities it offers to the Congress for growth management.

Senate Office Systems Research Project

Under the provisions of the Legislative Branch Appropriations Act, 1976, Public Law 94–59, approved July 25, 1975 (89 Stat. 289), an appropriation was provided for ". . . design, testing, evaluation and procurement of office furniture, furnishings and equipment under a pilot

program devised to provide guidelines and criteria for future procurements for such items for the Senate Office Buildings Complex." This program, which has been entitled The Senate Office Systems Research Project (SOSRP), was conducted in five Senators' and two Committee staff suites with the approval and under the direction of the Senate Committee on Rules and Administration.

The SOSRP was established primarily in response to two circumstances which arose during the last decade:

- Modern management techniques and recent advances in office facility designs have united to enable significant increases to be achieved in efficiency, productivity and employee morale, in many private office buildings. In recognition of that development, a forerunner experiment was conducted through the initiative and in the offices of Senator Mark Hatfield during 1973–75, with the assistance of the Herman Miller Company and its Research Corporation. The objective of the project was to improve both satisfaction with the office workplace and productivity. The Senator Hatfield office project was an important demonstration of the potential benefits to the Senate of improved management procedures and physical facilities. The SOSRP was a logical sequel in order to test a broad range of office furniture and systems available on the market today, in addition to the single manufacturer previously tested, and thus to determine the characteristics best suited to the Senate generally.
- In 1972, the Congress authorized construction of the Philip A. Hart Senate Office Building. The program for the design of the Hart Building was based upon the goal of maximum flexibility and efficiency in office space design. This requirement has been met by providing large open staff spaces in each suite, which permit each Senator a wide choice of partitioning, furniture items and equipment that can be tailored to his or her own organization, preferences, and procedures and yet be the result of selection from relatively few carefully analyzed components. The open-planning "work stations," which are designed for most efficient production at specific tasks, are particularly well suited to, and most efficient in the use of, the flexible spaces planned for the Hart Building. The SOSRP has provided the opportunity, prior to occupancy of the new building in 1983, to test these new techniques in existing offices and to apply the test results in the interior design of the new building.

Following enactment of the appropriation for the SOSRP, the Architect of the Capitol, acting under the direction of the Senate Committee on Rules and Administration, assembled a multi-disciplinary team which, after careful study, designed new installations for the seven Senate offices participating in the Senate Office Systems Research Project. These offices were those of Senators Pell of Rhode Island, Ribicoff of Connecticut, Stevens of Alaska, Schweiker of Pennsylvania, and Ford of Kentucky, the Commerce, Science and Transportation Committee and the Energy and Natural Resources Committee.

Through 1979 recommended furniture systems and related equipment were installed in all offices participating in the project. Final evaluation of each of the systems was completed through the evaluation of the reaction of the staffs of the offices. The final overall evaluations and findings of the project were completed in 1980 with the Senate Office Systems Research Project report published in 1981. All of these evaluations in

sum led to the firm conclusion that this project has corroborated the original hypothesis that open office landscape systems can contribute significantly more than existing or conventional systems to the efficiency of Senate operations and to the productivity and morale of its personnel. The future use of such systems in the Senate Office Buildings was therefore recommended, in accordance with the design conclusions described in the report.

The additional cost of work station equipment was also judged to be proportionate to the significant benefits found to have been derived therefrom. Least cost-benefit ratio was, of course, a major criterion for judging the test results.

The results of the extensive efforts exerted in carrying out this project are deemed to be eminently supported by the data. For the first time, a detailed study of a number of Senate offices has been utilized as a basis for the design of systems to respond specifically to Senate needs. In the considered judgment of the research team, the implementation of the recommendations resulting from this project will indeed provide a means whereby staff environment can be improved, costs reduced and a higher degree of excellence in work product achieved. The attainment of those results, it is submitted, is a necessity for enabling improvements to be realized in legislative and constituent activities.

Although the primary recommendations resulting from the project are necessarily aimed at what might be termed interior design, that is, furniture, furnishings and accouterments, it is apparent that the successful achievement of excellence in office work products is affected by management, organizational and office equipment techniques as well. Each of these factors complements the other. It is intended that consultation services for the design of individual offices will include expertise in these various areas from several Senate sources. Through the active use of these resources, the opportunities for continued improvement in conducting the daily business of Senate offices are virtually limitless.

The Senate Office Systems Research Project report will be utilized to provide detailed recommendations for actual applications in the Hart Senate Office Building. The end product of the SOSRP will be a standards manual containing design and office procedures guidelines, from which future occupants of all suites will be able to select office furniture, furnishings and equipment adapted to their individual management concepts and office organization. The Architect of the Capitol will be available to provide advice and counsel, as needed.

While work to date has provided sufficient data for budget estimates of the costs of equipping the Hart Senate Office Building, for consideration by the Senate, future work to be conducted in Fiscal Year 1982 will include more detailed recommendations for future procurement of furniture and office equipment for equipage and reasonable quantities of spare stock for all three Senate Office Buildings.

Capitol Hill Graphics System

The opportunity for designing a consistent Graphics System for the Capitol Complex arose with the virtually concurrent construction of the James Madison Memorial Building of the Library of Congress and the Hart Senate Office Building, as well as the modernization of House Office Building Annex No. 2, all of which were required to be equipped with new signage. In this regard, in 1978 the Architect of the Capitol

initiated a Hill-wide graphic signage study in collaboration with the New York firm of Wyman and Cannan.

This study resulted in the preparation of the preliminary design, including components, of a Capitol Hill Graphics System and the final design, for approval, of the system and its associated components. The initial phases of the study were, for the most part, completed in 1978. Final design of the recommended Capitol Hill Graphics System was completed in 1979. Components of this system included: outdoor "You Are Here" relief maps of Capitol Hill and the surrounding area; exterior building identification signs; building entrance desks designed for visitor guidance; map pads of Capitol Hill and typical floor plans of each building; building directories and "You Are Here" maps and cases; a consistent floor and room numbering and identification system; interior and exterior free-standing pedestal signs; cafeteria signs; and, garage signs.

In 1981 the Architect of the Capitol distributed to all Members, committees and officers of the Congress the manual completed in 1980 to describe and illustrate the room numbering and identification components of the Capitol Hill Graphics System. This manual illustrates the standardized system that has been determined to be the most desirable response to the need for a clear and consistent method of communicating locational information to visitors and employees. It is intended to be used for the development and maintenance of the room identification graphics system in all buildings under the jurisdiction of the Architect of the Capitol, including the Library of Congress and the Supreme Court.

Initial application of the Capitol Hill Graphics System was made in 1930 in both the new James Madison Memorial Building of the Library of Congress and recently renovated House Office Building Annex No. 2. Both buildings were equipped with room numbering and room identification signs. "You Are Here" maps and cases for the Madison Building and cafeteria menu boards and inserts for both buildings were installed in 1981. With the concurrence of the House Office Building Commission and the Senate Committee on Rules and Administration the "Capitol Hill Graphics Manual" was transmitted to all members, committee chairmen and officers of the Congress in the summer of 1981, thus establishing the policy that the Graphics System be applied in the existing buildings as replacement signs are required and as funds are authorized and appropriated.

OFFICE OF THE ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible to the Architect of the Capitol for the direction, management and operation of the personnel, accounting, data processing, procurement, flag office and office services activities, and the general business affairs of the Office of the Architect of the Capitol; he serves as liaison for the Architect with the Director of Food Service on matters concerning the Senate Restaurants.

Accounting Division

The Accounting Division renders accounting advice and formulates financial policy for approval of the Administrative Assistant and the Architect of the Capitol. The accounting office designs, develops, establishes, operates and maintains accounting, payroll and inventory systems. These functions are perfomed by the Accounting Branch and Payroll Branch, under the direction of the Accounting Officer.

Accounting Branch

During Fiscal Year 1981, thirty-two current annual and no year appropriations and twenty-seven prior year appropriations were administered. Architect of the Capitol funds amounting to $116,635,197.29 were processed by the Accounting Branch for disbursement by the Washington Regional Disbursing Center, the Disbursing Officer of the Library of Congress, and the Marshal, United States Supreme Court.

Seven thousand five hundred and seven (7,507) obligating documents were processed during the year. These included 7,169 Architect of the Capitol purchase orders, 290 United States Botanic Garden purchase orders, and 48 contracts. In addition, the Acc ng Branch processed supplemental agreements and contract change rs (e.g., for construction, personal service and supply contracts) which are not reflected in these workload statistics.

Rental and sales vouchers were prepared and collections were made for steam furnished to the Government Printing Office, City Post Office, Folger Shakespeare Library and the United States Supreme Court. Vouchers were prepared and collections made for chilled water furnished to the Folger Library and the United States Supreme Court. A total of $1,768,831.58 was collected for the sale of steam and chilled water.

Rental and sales vouchers were also prepared and collections made from the Monocle Restaurant and the National Capital Democratic Club for rental of property. Gasoline repayment vouchers were prepared for and collections made from authorized users. Collections of $91,686.45 were made from these rental and sales accounts.

The Accounting Branch is responsible for the preparation of a varied number of reports, including:

Monthly financial statement for current year appropriations (thirty-two)

Travel Data Report (quarterly)

Six-month expenditure reports

Monthly statements of transactions

Monthly contingent expenses and miscellaneous improvement reports

Year end closing statement (Form 2108)

Various reports required by the Treasury and other agencies on a recurring or as needed basis for both accounting and payroll functions.

Payroll Branch

The Payroll Branch is responsible for the processing of payrolls for weekly, biweekly, and semimonthly employees whose pay is based on statutory rates, GS schedules, wage board procedures, or administrative rates. During the fiscal year pay records were maintained for approximately 2,100 permanent, temporary and patronage employees. Three separate groups of employees are paid on a biweekly basis, necessitating the preparation of 78 distinct biweekly payrolls during the fiscal year. An average of 1,944 employees were covered by these biweekly pay systems during Fiscal Year 1981, with gross earnings totaling $41,952,515.81. In addition, an average of 67 employees, with earnings of $791,718.84, were paid on a semimonthly basis. Finally, the weekly payroll averaged 73 employees throughout the year and resulted in gross earnings of $1,993,800.04

To prepare these payrolls, the Payroll Branch maintains a system for recording hours worked by employees; maintains schedules of salaries, hourly rates, premium pay, overtime, health benefits, payroll deductions; and directs the computation of pay checks for all employees of the Architect of the Capitol and the U.S. Botanic Garden. The Payroll Branch is also responsible for the computation of terminal leave payments for separating employees, and for maintaining retirement deduction records for employees of the Architect.

Data Processing Division

The Data Processing Division provides a central resource for computer services and information management. The key responsibilities of the division are divided into four major functional areas:

- *Operations*—The Architect's computer system is in operation on a daily basis for the benefit of users throughout the Architect's Office. Users gain access to the computer largely by means of remote terminals located at various users' work sites. In addition to information visually displayed on these terminals, printouts of large reports and other information are run at the central computer facility and made available to users as a service of the computer operations activity.

- *Systems software*—This function involves the internal logic and sequence of computer programs and reports used to control and direct the operation of the computer itself. Systems software is generally developed by the computer vendor and includes progams for the allocation of memory, structuring of data files, scheduling computer runs on the central processing unit, assigning priorities to completed jobs waiting to be run on the printer, and related aspects of managing the resources of the computer facility.
- *Applications software*—This function has the greatest visibility from the users' standpoint because it covers the computer programs and systems needed to process information and provide reports to users. Applications software programs may be developed internally by staff of the Data Processing Division and/or the user organization or may be supplied from external sources.
- *Systems analysis*—This function provides the analytic support needed to develop new programs or substantially modify existing programs. Its primary focus is to help define the user's data processing requirements, and translate them into a series of steps (a "model") to serve as the basis for the detailed computer program that will satisfy the user's needs.

Major activities conducted in support of these functions include the maintenance of all existing computer programs (both systems software and applications software) as well as the development of new programs and/or major enhancements of existing software packages.

A top priority of the division is the maintenance, support and production processing of the payroll system, producing seven groups of paychecks on a weekly, biweekly, or semimonthly basis to nine types of employees. The division also assists with accounting, shop drawings, work request scheduling, space inventory and many development projects. The maintenance of the complex systems software that manages text manipulation, on-line edits, terminal transactions and internal control of the operating system is another important duty. The operation of the computer hardware and software requires a sustained maintenance effort to support the processing work flow while at the same time developing new applications programs for the operating divisions of the Architect's Office.

Major activities of the Data Processing Division during Fiscal Year 1981 focused on testing and bringing into full operation the new Univac 1100/60 computer system that was installed just before the start of the fiscal year. Accordingly, considerable effort was devoted to understanding the internal logic and operating procedures of the systems as well as learning ways to best utilize its advanced data processing capabilities.

Specific activities involved in making effective use of the new computer system included "hands on" training by representatives of the manufacturer as well as by computer-assisted instructional materials, installing the most up-to-date system software to obtain more efficient computer operations, and participation with other Univac users in organized activities aimed at addressing common problems of an operational nature.

In addition to these approaches for obtaining full utilization of the computer system, the division also instituted changes in operating procedures to increase system efficiency. Chief among these was the introduction of a second shift at the computer center which has extended the hours that users could access the system while permitting the division to schedule large processing runs and computer back-up operations at off-peak times when user access to the system is minimal. Consequently,

response times for users during the prime working hours are faster than they could be without the second shift.

Apart from the technical aspects of the computer hardware and operating characteristics, considerable attention was directed at the enhancement of applications programs for many divisions of the Architect's Office. Payroll system improvements included the software changes needed to implement a new Life Insurance system that employees of the Architect's Office, like most federal employees, became eligible for in April 1981. The Architect's inventory system was tested in the central storeroom of the House Office Buildings and a system for tracking inventory transactions (e.g., stock receipts and issuances) was designed and implemented. An early warning system designed as part of the Accounting System was put into operation to advise Building Superintendents and other officials when obligations reach a level of 50% and 80% of the total amount available for obligation in each account.

Other program applications during Fiscal Year 1981 included the preliminary design of a labor distribution system to track time spent by Architect Office staff on specific projects and activities; enhancements to the Space Information System which provides reports showing room dimensions, assignment and uses for selected buildings in the Capitol Complex; and programs for the Construction Management Division to assist in the final inspection and occupancy of the Hart Senate Office Building.

Flag Office

The Flag Office is responsible for all requests to the Architect of the Capitol from Members of the Senate and House of Representatives to have special flags flown over the Capitol for their constituents and for special presentations to various groups, organizations, schools, etc. In recent years, there has been a sharp increase in the number of flag requests processed by the Flag Office. Previously, the volume of flag orders remained relatively stable at approximately 35,000 flags annually, except during the 1976 Bicentennial Year when 62,860 flags were flown. By the start of the current decade, however, the number of flag requests had risen to over 60,000 per annum. Keeping pace with this rising trend, a total of 68,953 flags were flown during Fiscal Year 1981, thereby exceeding the average number of orders received throughout the last decade by more than 90 percent. In addition to coordinating the entire program, this office prepares commemorative certificates for Members to present to flag recipients and furnishes background information to answer questions by telephone or correspondence from Members, their constituents, news media and other interested parties.

This office also distributes flags that have flown on the flag poles located over the East and West Central Fronts of the Capitol. These flags are flown continuously 24 hours a day and are not replaced until they become worn and unfit for further official use. These historic flags are available to Members of the United States Senate and the House of Representatives for presentation to constituents who desire them because of their historical significance.

Office Services Division

This division serves the entire Architect's Office by performing a variety of support functions such as mail distribution, in-house printing and

88-308 O—82——4

reproduction services, furnishing office supplies to the central staff, and maintaining official files of architectural and engineering drawings of buildings under the Architect's jurisdiction. Specific activities for which the division is responsible include regularly scheduled messenger service on a daily basis for operating units of the Architect's Office located throughout the Capitol complex; reproducing monthly accounting statements, the annual budget justifications, contract bidding documents and correspondence or reports distributed to Architect staff members; meeting the Architecture Division's requirements for working drawings; and mailing purchase orders and other official communications issued by the Office.

In addition to its varied operations of a routine nature, the division assists on special projects that arise during the year. In Fiscal Year 1981, the Graphics Manual and Master Plan Phase III were packaged and delivered to the Senate and House Post Offices for distribution to all Senators and Congressmen. The division also continued to work with the Architectural Historian on Phase II research concerning the Thomas Jefferson Building and with the consultants engaged by the Architect of the Capitol in connection with the renovation of the Library of Congress Jefferson and Adams Buildings.

Personnel Division

The Personnel Division develops personnel management policy for approval of the Administrative Assistant and the Architect of the Capitol, and implements established policy. The division conducts, evaluates, and improves programs of recruitment, placement, position classification, position management, pay administration, employee benefits, employee-management relations, and personnel records and reports. The Personnel Office staff provides counsel to management and employees on personnel matters and evaluates recommended employee and position and pay actions for conformance with law and Architect of the Capitol policy and effects appropriate actions. The division processes and maintains records of personnel actions including appointments, promotions, pay changes, separations, retirements, employee benefits, and similar actions. Significant activities performed by the Personnel Division during Fiscal Year 1981 are summarized in the accompanying table and are described briefly in the following paragraphs.

The October 1980 pay raises for approximately 2,000 employees were processed and documented. In addition the division coordinated and participated in distribution of all pay checks to employees throughout the year.

In Fiscal Year 1981, the Personnel Division conducted comprehensive reviews for accuracy and correct classification of all position descriptions for employees assigned to the Senate Office Buildings, the U.S. Capitol Building, the Capitol Power Plant and the Botanic Garden. As a direct result the position titles for approximately 200 employees were changed.

Signatory authority was delegated to the Personnel Division to effect certain automatic pay adjustments. The result is that a large number of routine actions are handled by fewer officials and therefore are being processed more expeditiously.

In December 1980 the Architect issued policies and procedures for adverse actions and grievances covering U.S. Senate Restaurants' employees. Features include written definitions of charges, opportunities for employees to respond and appeal and written decisions. The policy

prescribes that actions will be fair and judicious. The Personnel Division provides guidance to management on interpretation and administration of the system and assistance to employees on grievances and appeals.

In April 1981 a new Federal Employees Group Life Insurance system became effective. The Personnel Division staff interviewed and explained to each employee, on the basis of age, annual pay, years of service, projected cost, and similar factors their options so that they could make informed decisions about the new system.

The Division coordinated all activities in regard to employing approximately 140 high school and college students for the summer.

NUMBER OF PERSONNEL ACTIONS PROCESSED: FISCAL YEAR 1981

Nature of Action	Architect's Office	Botanic Garden
Appointments	435	20
Promotions	235	2
Transfers	189	1
In-Grade Step Increases	588	21
Salary Adjustments	3,400	57
Separations	309	12
New Position Descriptions	486	12

Procurement Division

The Procurement Division, comprised of the Purchasing Branch and the Contract Branch, is charged with the preparation and/or review of all contracts issued by the Architect of the Capitol (e.g., for construction, construction materials and supplies, services of a maintenance, professional or consultative nature) and of all requests to purchase equipment and supplies necessary for general maintenance and upkeep of buildings and grounds comprising the Capitol Complex. Upon receiving a request from a proper authority, the division prepares and processes official obligating documents in accordance with established office policies and procedures governing such areas as competitive bidding, negotiated price contract and open market purchases, under applicable provisions of law.

Purchasing Branch

The Purchasing Branch is primarily responsible for procurement by open market purchasing in amounts not exceeding the statutory purchase limitations, as well as acquisition of items from authorized GSA Federal Supply Schedules and items directly from the General Services Administration by utilizing the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) system. Major categories of procurement are supplies, materials and equipment needed to maintain, operate, remodel and restore the various buildings under the jurisdiction of the Architect of the Capitol.

Ancillary duties and responsibilities of a general nature that are performed by the Purchasing Branch are as follows:

- Maintaining the inventory of the Architect of the Capitol Central Office equipment and records on rental equipment and maintenance contracts on purchased equipment.
- Keeping abreast of latest technological developments in office machines and equipment, including cost, application to office needs and space requirements; information is supplied to users concerning availability of equipment and furnishings and recommendations are made based on past experience with performance and suitability to special needs.
- Maintaining an inventory of purchased and rental vehicles assigned to various departments, and making recommendations for the acquistion or disposal of vehicles, as conditions warrant.
- Processing license tag renewals and tag and title applications for new vehicles.
- Furnishings budget estimates and justifications on projected cost of maintaining, renting or purchasing central office equipment.
- Disposing of equipment that is no longer of use to the Government by transfer to the Surplus Property Outlet of the General Services Administration (GSA) and acquiring needed items from GSA that can be transferred as surplus property to the office without charge to our appropriations.
- Preparing requisitions and orders to the Public Printer for such items as printed forms, stationery, envelopes, publications and other items normally obtained from the Government Printing Office which are utilized by various units of the Office of the Architect of the Capitol.

In transaction of business during Fiscal Year 1981, the Purchasing Branch issued the following purchase orders in the categories indicated:

Category	Number of Purchase Orders	Estimated Dollar Amount
Routine purchase orders issued for all appropriations	7,098	$5,491,695.00
Orders placed with the General Services Administration	180	305,694.00
Procurements for the Botanic Garden	295	100,125.00
Total	*7,573	$5,897,514.00

*Of the 7,573 purchase orders issued, a total of 187 were cancelled during Fiscal Year 1981.

Total orders issued in 1981 decreased by nearly 16 percent from the number processed during Fiscal Year 1980. This decrease in the number of orders placed was accompanied by a decline of approximately 2 percent from the dollar value of items procured in Fiscal Year 1980.

The decline in the number of orders issued is attributed in part to a curtailment in the amount of remodeling work and other construction activities by in-house construction forces. In addition, restrictions on the availability of funds for ongoing maintenance activities and new starts for part of the year, along with delays in obtaining final approval of annual appropriations, resulted in fewer orders being issued throughout the course of the year.

Contract Branch

The Contract Branch is primarily responsible for the procurement of supplies, materials, equipment, professional and maintenance services and construction work through advertised Invitations for Bids and, to a

lesser extent, negotiated proposals in accordance with applicable provisions of law or appropriations.

During Fiscal Year 1981 contractural obligations incurred by the Office of the Architect of the Capitol totaled $6,186,732 falling considerably below the $45,069,985 level of contract obligations recorded in Fiscal Year 1980. The sharp reduction in contracting activity reflects the absence of any major new construction project starts this year. From a workload standpoint, however, the decline in contracting activity was not as significant as the dollar amounts might suggest. A total of 61 contracts were initiated in Fiscal Year 1981 compared with 88 during the preceding fiscal year.

About one-third of the annual amount of contract obligations stemmed from the $2,042,840 authorized by the Architect through change orders under existing contracts. During Fiscal Year 1981, 369 formal change orders were prepared by the Contract Branch for the Architect's approval, with most of the work related to the wind-up of activities in several construction phases of the James Madison and Extension to the Dirksen Senate Office Building Projects. In fact, the contract for the Interior and Related Work for the Library of Congress James Madison Memorial Building (ACong-494) alone accounted for $1,108,092, or more than half of the total amount obligated under change orders.

The largest single procurement, in dollar amount, performed during Fiscal Year 1981, was $1,138,440 (Contract ACpp-909) for two fabric filter dust collector systems for the U.S. Capitol Power Plant. These systems will result in cleaner, particulate-free emissions from existing coal-fired boilers, in compliance with federal emission requirements. Of special note in the field of natural energy utilization was the $67,008 procurement (Contract ACho-523) of flat plate solar collector units for installation in House Office Building Annex No. 2, to augment steam heating of the building with solar energy.

Professional, consulting, design, artistic services and restoration work procured in Fiscal Year 1981 totaled $679,720, a 17 percent decline from last year, and covered a diverse range of subject matter. Projects of particular interest in this category are the procurement of architectural and engineering services in connection with the restoration of the Thomas Jefferson and John Adams Buildings of the Library of Congress (Contract ACcong-516), the sculpting of a marble bust of the late Vice President Hubert H. Humphrey (Job No. 8105), and the sculpting of a traditional cenotaph in memory of the late Congressman Hale Boggs (Job No. 8118).

Senate Restaurants

The administration and operation of the United States Senate Restaurants are provided by the Director of Food Services and his assistants, under the direction of the Architect of the Capitol. The Senate Restaurants Office provides administrative support for operations including accounting, personnel and purchasing functions. This office directly manages the operation of the Capitol Building's four dining rooms, snack bar and newsstand; the Dirksen Senate Office Building's two cafeterias, Senators' dining room, carry out, speed line, and newsstand; the Russell Senate Office Building's coffee shop and newsstand; and the catering for special functions in the Capitol and Senate Office Buildings.

During Fiscal Year 1981 the Senate Restaurants system continued to provide new products and services, while coming within one percent of

meeting the overall financial objective of operating on a break-even basis. The Senate Restaurants had a loss of $45,596 on sales of $4,535,000. By comparison in Fiscal Year 1980 the Restaurants had a profit of $21,428 on sales of $4,194,103. The difference can be attributed to the Senate's legislative calendar, which has traditionally had a significant bearing on the profit and loss outlook for the Senate Restaurants. During Fiscal Year 1981 the Senate was in session 132 days compared with 194 days in 1980; that represents a dropoff of nearly one-third in the number of in-session days, thereby restricting sales growth and reducing profitability.

The Restaurants anticipated that a reduced Senate legislative schedule combined with a nine percent cost of living wage adjustment in Fiscal Year 1981 and continued raw food cost inflation would adversely affect overall profitability and took steps to mitigate the potential impact. Although the Restaurants budget for Fiscal Year 1981 contemplated the need for a twenty percent price increase to achieve a break-even operation, a more modest price increase of 15 percent was implemented at the start of the fiscal year. The smaller price increase was adopted in recognition of the fact that uncertainties affecting the financial position of the Restaurants would remain until late in the year. Midway through the year, however, operating results confirmed the original pessimistic budget forecasts. Management programs to improve cost controls, combined with an additional price increase late in the fiscal year, helped close the budget gap and averted what could have been a substantial operating loss.

In March 1981 a new procurement program was initiated to centralize all purchasing of food, supplies, equipment and services under the direction of one procurement specialist in the organization. Accomplishments stemming from this reorganization of the procurement function fall into two major categories:

- *Improved competitive bidding procedures*—Weekly bids are invited for such items as produce, dairy products, meats and seafood. Comprehensive specifications have been issued to assure that products conform to the Restaurants' high standards of quality and quantity. These procedures also assure that the Restaurants are not overcharged but are billed in accordance with the bid award.
- *Better utilization of product*—Actual consumption patterns have been studied across a wide spectrum of products used regularly by the Senate Restaurants. As a result of these studies, improvements have been made in such areas as reducing loss due to spoilage, eliminating duplication in product orders, stabilizing product costs by expanding the number of products susceptible of being purchased under the competitive bidding system and by taking advantage of quantity discounts due to better forecasts of anticipated usage requirements, and upgrading the selection of products purchased for the Restaurants' use.

Significant improvements were made despite the fact that the new procurement program was in effect only for the latter half of the fiscal year. The benefits from the steps already taken as well as from the additional activities planned for Fiscal Year 1982 are expected to contribute to improved cost control over food and nonfood purchases.

During 1981 the Restaurants management implemented adverse action procedures that were formally established by the Architect of the Capitol in December 1980. The procedures were designed to provide wage

board employees of the Restaurants an effective process for appealing any adverse disciplinary actions taken by management. The appeal process gives employees the right to a full review of any adverse action, including an appeal directly to the Architect of the Capitol should the employee so desire.

The Senate Restaurants Special Function Department continued to experience phenomenal sales growth. Special function sales increased thirty percent over Fiscal Year 1980 for a total of $877,629. Actual special sales far exceeded the budget forecast of a four percent increase in Fiscal Year 1981 despite the reduced Senate legislative calendar.

The Special Function Department provided service for President and Mrs. Ronald Reagan and Vice President and Mrs. George Bush during the Inauguration Ceremonies. The Restaurants also provided service for numerous heads of state, including Anwar Al Sadat, the late President of Egypt. Senate Restaurants' facilities also played an important behind the scene supporting role by serving receptions and luncheons as Supreme Court nominee Sandra Day O'Connor was being introduced to official Washington.

A number of specific programs were implemented in various facilities and units operated by the Senate Restaurants.

The Capitol dining rooms established new sales records during Fiscal Year 1981. Several programs were implemented to improve service to dining room customers.

The Russell Building Coffee Shop converted the former picnic service into a complete Mexican center taco stand serving about 150 customers daily.

The Dirksen cafeterias continued to provide the bulk of the Senate Restaurants food service. The cafeterias conducted six theme weeks during Fiscal Year 1981 including two Italian weeks, two Mexican weeks, Oktoberfest and Chinese week.

Dinner service was provided to "Close Up" throughout the fall, winter and spring for approximately $50,000 in additional sales.

Wine service was introduced in the French Garden operation in midsummer. The service was provided on a test basis for consideration of future wine service in the U.S. Senate Restaurants.

Finally, an intensive service training program was conducted in Fiscal Year 1981. In addition, installation of a high technology food ordering and control system began; plans have been developed to complete the system in the near future.

OFFICE OF THE DIRECTOR OF ENGINEERING

The Director of Engineering advises the Architect of the Capitol regarding engineering planning, design, and maintenance including modifications and new work to be done under contract. The Director coordinates and manages projects having implications across organizational lines. The Office of the Director of Engineering designs, implements and controls preventive maintenance programs and procedures relating to engineering structures and equipment.

The Chief Engineer, Capitol Power Plant; Supervising Engineer, Library of Congress; and Supervising Engineer, United States Supreme Court report to the Director of Engineering. Their duties and Fiscal Year 1981 activities are described in this report under their respective buildings. The Project Director for the Modifications and Enlargement Project at the Capitol Power Plant also reports to the Director of Engineering.

The Director of Engineering is responsible for the operation of a number of engineering divisions within the Central Office of the Architect of the Capitol including air conditioning engineering, electrical engineering, elevator engineering, general engineering, safety engineering and electronics engineering.

Air Conditioning Engineering Division

The Air Conditioning Engineering Division is responsible for planning and management of design and providing technical supervision over installation, replacement, modification, maintenance and inspection of refrigeration and air conditioning systems throughout the Capitol Complex. This division also plans and manages the design, installation and evaluation of energy conservation measures for heating and air conditioning systems, including monitoring of the chilled water and steam supplied to the various buildings under the jurisdiction of the Architect of the Capitol. Chilled water is also supplied to the Folger Library and steam to the Government Printing Office, Washington City Post Office and the Folger Library.

The Air Conditioning Engineering Division prepared plans and specifications for additions and improvements to all systems and for supplies and materials purchased in substantial quantities or of a unique nature. Bids were taken and reviewed and inspections were made of all materials, equipment, construction and workmanship in connection with repairs, alterations, and improvements made in the various buildings under the Office of the Architect of the Capitol.

The Air Conditioning Engineering Division designs various HVAC systems and coordinates these designs closely with the architectural staff in their development of existing and/or additional spaces under the jurisdiction of the Architect of the Capitol. Feasibility studies as well as cost

estimates and working drawings of proposed renovations are prepared and submitted to the Director of Engineering. Recommendations for the purchase of equipment for the aforementioned as well as installation of the same are closely coordinated with the Construction Management, Alterations and Renovation Division.

There are currently two major construction projects for which the Air Conditioning Engineering Division provides support. These projects are House Office Building Annex No. 2 and the Extension to the Dirksen Senate Office Building. The responsibilities involved include specification and contract document review, coordination with the associate architect's staff, Construction Management Division, and the contractor on design data and specific job-related problems.

Current modification and renovation projects in progress for which design and construction supervision and management are being performed in-house under the Air Conditioning Division include the Longworth House Office Building air conditioning equipment renovation ($1,840,000), extension of central steam and installation of new water chillers in House Office Building Annex No. 1 ($70,000), installation of additional air conditioning equipment in the House computer facility on the 6th floor, House Office Building Annex No. 2 ($20,000), installation of solar heating on House Office Building Annex No. 2 ($1,500,000), and installation of additional air conditioning equipment in the Senate computer facility at 400 North Capitol Street ($25,000). In addition, the Air Conditioning Engineering Division is also coordinating the program for energy conservation (P.E.C.) for the United States Capitol complex of buildings. The purpose of this program is to investigate and catalog all energy-using equipment associated with normal building operation and to develop an organized system of automatic and manual control to reduce the energy used by this equipment while still serving the fundamental needs for which intended.

Electrical Engineering Division

The Electrical Engineering Division is responsible for planning and management of design; providing technical supervision over the installation, modification, inspection, maintenance and repair of electrical systems throughout the Capitol Complex; lighting for the Capitol Grounds; power distribution systems (substations); and components and assemblies and operators related to sound reinforcement systems, the electronically operated clock and legislative call system, and birdproofing systems.

The division is involved in the design of miscellaneous in-house construction projects, the numerous supporting functions that relate to other electrical groups such as Construction Management and individual building electrical shops, as well as the other engineering disciplines under the jurisdiction of the Director of Engineering, and design review with architects/engineers engaged by the Architect of the Capitol for major construction projects. Some of the projects in Fiscal Year 1981 were the 1981 Presidential Inauguration and over fifty other projects including continuing work at the James Madison Memorial Building, House Office Building Annex No. 2 and the Extension to the Dirksen Senate Office Building. Completed during Fiscal Year 1981 were the birdproofing renovation project on the Russell Senate Office Building ($100,000) and the removal of thirteen old transformers containing PCB located in House Office Building Annex No. 2 ($50,000).

88-308 O—82——5

An Electrical Power Section performs the combined maintenance and operation of all incoming electrical systems and equipment from the utility point of termination up to and including the building main secondary service switchgear. This includes work on the Capitol Grounds, a large part of the street lighting, the 15 KV incoming switchgear, all 15 KV cable, network transformers and associated load carrying bus. In addition to the daily routine of cleaning, maintenance, repair and replacement of the grounds lighting system, and the continual preventive maintenance on electrical transformers, switchgear and its associated control battery banks, the Electrical Power Section also provides labor to install other projects as may be assigned.

This group also answers calls from the C&P Telephone Company, TV broadcast groups, building electricians, the District of Columbia, Potomac Electric Power Company and numerous outside groups for assistance in providing electrical power needed in the performance of their respective activities.

This division supervises the Electronic Equipment Section, which is responsible for all sound systems throughout the Capitol Complex. It builds, installs and maintains the decoder systems for the legislative bell system, the numerous digital clock-timers and count-down units located in strategic areas, and works on mobile radios and other miscellaneous electronic devices. It includes the sound operators for the Senate Chamber and House Chamber public address systems.

Elevator Engineering Division

The Elevator Engineering Division performs engineering planning and management of the installation, modification and maintenance of elevators, dumbwaiters, escalators, subway cars, kitchen conveyors and related machinery throughout the Capitol Complex. This division is responsible for providing technical control and supervision over a workforce of approximately 55 mechanics working in the various buildings under the Architect of the Capitol; establishes in conjunction with the Director of Engineering a computerized preventive maintenance program for use by operating units and monitors the activities performed under this program; and oversees the periodic testing, inspection and recabling of over 200 units of elevator equipment in all buildings. During Fiscal Year 1981 there were two major areas of concentration in the division's efforts. One was the extensive inspection and continual reinspection of the 20 elevators, 4 escalators and 2 bookcart lifts at the James Madison Library Building. The four escalators required extensive track realignment and readjustment by the contractor. Continual inspections and reinspections were necessary during this continuing corrective procedure.

The second area was the fabrication and field testing of the control equipment which was installed in the two Dirksen Senate subway cars so they will have an intermediate stopping capacity at the Dirksen station. In addition, field installation of conduit and fixtures was made to accommodate the new subway signal system which is presently in the preliminary design stages.

The status of current projects is as follows:

James Madison Memorial Building

Final inspections, testing and turnover to the Government for beneficial use of the remaining 4 elevators in Core E is scheduled to be completed in December 1981, Contract AC-cong 494.

Inspections were also completed on the remaining 4 escalators and 2 bookcart lifts, which were accepted for beneficial use in February 1981.

House Office Building Annex #2

The modernization of the last two remaining elevators in this building, numbers 1 and 2, was completed and turned over to the Government for beneficial use in May 1981. Contract ACho-495.

Capitol Building

Contract ACbr-711. Modernization and improvement of the two (2) existing escalators on the Senate side of the United States Capitol commenced during Fiscal Year 1980. This hand rail conversion and step chain replacement on both units was completed in December 1980 ($50,000).

Specifications were prepared for the modernization and improvement of two escalators on the House side of the United States Capitol, the bid date being October 1981 with physical work commencing in late July 1982 ($82,000).

Hart Building

The Elevator Division has during Fiscal Year 1981 reviewed Contractor submittals on the 15 new elevators presently being installed in the Hart Building under Contracts ACso-513 and ACso-547. Preliminary field inspections of these elevators were performed in order to determine and resolve potential problems.

Thomas Jefferson Building

Renovation of the deteriorated sidewalk hydraulic elevator by in-house forces took place during Fiscal Year 1981. This renovation process consisted of removal of the deteriorated car enclosure and flooring, then subsequent fabrication and installation of the new enclosure and flooring which thereby completed this project.

Supreme Court

Specifications were prepared for a bookcart lift to serve the Library book stack area. Contract ACsc-117 was awarded and installation began in September 1981, with completion scheduled for late October 1981 ($60,000).

General Engineering Division

The General Engineering Division acts in a general advisory capacity to the Director of Engineering and is responsible for providing technical expertise in the accomplishment of a broad range of projects including matters of design, construction, operation and maintenance involving the application of mechanical, electronic and electrical engineering principles, methods and techniques.

In Fiscal Year 1981, 80 projects were completed, including those relating to contractor coordination, plumbing and heating, security system objectives, safety improvements, fire protection improvements, supervision and maintenance of streets and utilities and preventive maintenance.

The major emphasis of this division for Fiscal Year 1981 was the beginning of improvements to the Capitol Hill steam distribution system in general conformance with the priorities established by the report

submitted by Wiley & Wilson, Inc. in 1978. Design work and materials acquisition were accomplished to renovate the East Capitol Street steam system. The design of the new steam system extension to the west side of the Capitol Building was completed to allow the abandonment of the deteriorated section of the South Capitol Street steam line located in the East Plaza.

The installation of the mechanical work in the Hart Senate Office Building was reviewed on a regular basis with the plumbing shop personnel in order to resolve design discrepancies, anticipate future preventive maintenance needs and familiarize plumbing personnel with the new systems and equipment.

In the area of fire protection the main areas of accomplishment were the design and installation of Halon fire suppression systems for the various computer facilities in the Capitol Complex and the design development of the unique sprinkler system for the Library of Congress Jefferson and Adams Buildings bookstacks.

Safety Engineering Division

The Safety Engineering Division plans and implements safety programs for the Architect of the Capitol, collaborates with various agencies on safety management, and maintains surveillance over renovation and construction projects and recommends necessary safety measures. This division conducts regular periodic safety inspections of facilities and equipment in all buildings and grounds, coordinates and supervises safety training programs, monitors frequency and severity of accidents, investigates and reports on all accidents and initiates corrective actions through the Director of Engineering where required.

The division participates in and conducts inspections, conferences, seminars, and training programs involving safety programs and standards. It also correlates safety work with the work of the Medical Department and the fire protection engineering activities under the General Engineering Division.

Electronics Engineering Division

The Electronics Engineering Division plans, schedules, directs and coordinates work relating to designing, installing, maintaining, repairing, adjusting, calibrating and operating closed-circuit television, intrusion detection, x-ray inspection and metal detection security systems.

This division, formed under the Director of Engineering in October 1974, is charged with the responsibility of maintaining and repairing the electronic and computer controlled security systems installed throughout the Capitol Complex under the authority of House Concurrent Resolution 550, 92nd Congress, as amended.

The duties of the division also include all security systems in the Capitol Complex, the installation and maintenance of the cable TV and data distribution system, the electronic HVAC, security, fire, life safety and book conveyor control systems in the James Madison Memorial Building and the Extension to the Dirksen Senate Office Building, and the electronic controls for the energy management and conservation system.

This division expended approximately 60,000 manhours during Fiscal Year 1981 in maintenance and installation of all systems and supervised the completion of the cable TV and data distribution system in the Senate Office Buildings. Also completed was the CATV head-end equip-

ment room located at the rotunda in the basement of the Russell Senate Office Building.

Project Director for Modifications and Enlargement of the Capitol Power Plant

The Office of the Project Director was established during June 1954 under the Director of Engineering for the purpose of administering the design and construction phases of major improvement programs for the plant and its associated distribution systems. Since 1970 the office has been administering the improvements included under the Modifications to and Enlargement of the Capitol Power Plant project. Administrative duties include acting in an advisory capacity to the associate engineers, Hennessy and Hansen, Consulting Engineers of New York City, and reviewing all design efforts throughout their development. Further duties include assisting with the bidding procedures for contracts required to execute the project and supervising the construction and related work performed at the Capitol Power Plant. Collateral duties include providing technical assistance and advice pertaining to all new and existing facilities associated with the plant to other divisions of the Architect's Office.

During Fiscal Year 1981 the "shakedown" operation of the new refrigeration units and cooling tower was continued. York Division, Borg-Warner Corporation performed guaranty work including adjustment of certain controls, factory inspection and repair of two rotor assemblies and the installation of additional sound attenuating equipment. Ceramic Cooling Tower Company completed their installation of revised sound attenuators for the cooling tower and performed repairs on three of the four fan gear reducers. Sound and thermal performance tests were conducted on the cooling tower.

Outstanding claims by the Cornell Company relating to the contract for the mechanical and electrical installations in the New Refrigeration Plant were negotiated. All claims were settled, with the exception of one claim relating to the type of wire required for instrumentation on the main control panel in the New Refrigeration Plant.

The installation of the convective ash removal system for the three coal-fired boilers was completed and the systems placed in operation.

Bids were received and the contract for the manufacture and delivery of the two fabric filter dust collector systems for two coal-fired boilers was awarded to the Ecolaire Environmental Company of California in December 1980. All shop drawings have been approved and the manufacture of this equipment started during Fiscal Year 1981.

Supervision and control of the design work by Hankins and Anderson, consulting engineers, for the installation of the fabric filter dust collectors has continued as described hereinafter.

The design, preparation of contract documents and construction at the site of the concrete pier foundation for the fabric filter dust collectors have been completed.

The design and preparation of contract documents for the procurement of the fabricated structural steel supports and the two induced draft fans for the fabric filter dust collectors have been completed. Bids were received and contracts were awarded to Montague-Betts Company, Inc. and Zurn Industries, Inc. respectively for these two contracts.

The design and preparation of contract documents for the general contract for installation of the government-furnished fabric filter dust collectors, and other ancillary equipment required for their installation

and operation have been substantially completed. Advertisement for bids and award of contract is anticipated within the first quarter of Fiscal Year 1982 with completion expected in the fall of 1982.

OFFICE OF THE BUDGET OFFICER

The Budget Officer is responsible for the overall formulation, preparation, presentation, justification and execution of the Architect's budget. In addition, the Budget Officer provides advice and assistance on budgetary and financial matters to the Architect of the Capitol and to top management officials.

The Budget Officer prepares the annual budgets for the Architect of the Capitol, the United States Botanic Garden, and for the structural and mechanical care of the United States Supreme Court Building and Grounds. The budgets are submitted to the Office of Management and Budget for inclusion in the total federal budget requests. Additionally, narrative detailed justifications for annual and supplemental appropriations are prepared for presentation before congressional committees. The Budget Officer prepares and administers the financial plan for allocation and expenditure of funds and provides advice to the Architect on reprogramming requests. The Budget Officer also tracks legislation affecting activities under the Architect of the Capitol and acts as the Architect's liaison with the staffs of the Appropriation Committees.

The annual appropriation items under the Architect of the Capitol are primarily for the structural, mechanical, and domestic care including maintenance and operation of equipment and heat, light, power, and air conditioning, for the buildings and facilities under the jurisdiction of the Architect. Budget requests are for items deemed necessary to render proper service to the Congress and to maintain properly the buildings and equipment of the legislative establishment.

To carry out these responsibilities for 1981, appropriations totaling $81,694,000 and positions totaling 2,019 were provided under the Architect of the Capitol for all items carried under the heading "Architect of the Capitol," for joint, House and Senate items, for the structural and mechanical care of the United States Supreme Court Building and Grounds, and for acquisition of property.

The aforementioned activities and processes are accomplished through what is normally termed the "Budget Cycle."

The annual budget cycle for 1981 began in July 1979, when a budget call was issued to Building Superintendents, Chief Engineers, and other operating officials along with instructions and general observations concerning budget preparation. Their budget requests were received in September 1979, and the Budget Officer began an internal budget review. Preliminary recommendations were developed by the Budget Officer and reviewed with the Assistant Architect, the Director of Engineering, the Administrative Assistant and other staff. Following this review, final recommendations were submitted to the Architect for his consideration and approval.

Based on the Architect's decisions on the budget, the formal budget documents were prepared and forwarded to OMB in November 1979 for inclusion in the President's budget transmittal to Congress. Thereafter detailed justifications were prepared and forwarded to the House and Senate Appropriation Committees in December 1979. During this time the Budget Officer prepared background materials in support of the justifications. Following the Appropriation Committee hearings, held early in 1980, inserts were provided for the record and the hearing transcripts were prepared for printing.

The Appropriation Committees began their markup in mid-1980. During this time the Budget Officer provided advice to the committees on the effects of proposed actions. Following full committee action on the budget, a bill was prepared and sent to the floor of the House for action. The bill, H.R. 7593, was passed by the House July 21, 1980. However, it was not acted on by the Senate.

The House Appropriations Committee subsequently introduced a joint resolution in which funding for the Legislative Branch was included. H.J. Res. 610 was agreed to October 1, 1980, and became Public Law 96–369. This act was a comprehensive continuing appropriations measure that included several executive branch agencies and the Legislative Branch. H.R. 7593 as passed by the House on July 21, 1980, was referenced as the appropriations mark for House and Joint items, while Senate items were allowed at the rate of operations in Fiscal Year 1980. This public law was in effect from the beginning of the fiscal year until December 15, 1980.

Early in December the House passed H.J. Res. 637 to provide Further Continuing Appropriations for several executive agencies and the Legislative Branch. The Senate passed the same measure with amendments. The House disagreed to certain amendments and the continuing resolution was defeated. The House then introduced and passed H.J. Res. 644, which the Senate again passed with amendment. The key issue was, as in Fiscal Year 1980, the matter of congressional pay raises. The House acquiesced to the Senate and agreed to the measure December 16, 1980, which was signed into law immediately. This further continuing resolution provided budget authority from December 16, 1980 to June 5, 1981.

The Budget Officer monitored the progress of the various bills and resolutions through final passage and provided support as necessary. When the President signed the continuing resolutions, the Budget Officer prepared appropriations markup sheets and transmitted them to top management, Building Superintendents, and the Accounting and Procurement Divisions.

On June 4, 1981, the Congress passed the Supplemental Appropriations and Rescission Act, 1981, and the President signed it into law on June 5, 1981 (Public Law 97–12). Several items were included in this act that pertained to the Architect. Budget authority was provided for the balance of Fiscal Year 1981 under Title IV of Public Law 97–12. In addition, several supplementals and rescissions were authorized, including $11,500,000 to carry out the provisions of Public Law 96–432, which authorized the Architect of the Capitol, under the direction of the House Office Building Commission, to acquire on behalf of the United States for addition to the United States Capitol Grounds, the so-called "Carr" and "RLA" properties located on the southern fringes of Capitol Hill. The following table summarizes the actions that affected Fiscal Year 1981 budget authority.

Summary of Fiscal Year 1981 Supplementals and Rescissions

Capitol Buildings (rescission)	−97,000
Capitol Grounds (rescission)	−10,000
Acquisition of property as an addition to the Capitol Grounds	11,500,000
Senate Garage (rescission)	−102,000
House Office Buildings (rescission)	−200,000
Capitol Power Plant (operation)	2,000,000
Capitol Power Plant (rescission)	−70,000
Library Buildings and Grounds (rescission)	−430,000
Supreme Court (care of building and grounds)	42,000
Acquisition of property as an addition to the Grounds of the United States Supreme Court	645,000

Finally, appropriations and transfers were approved for the 1981 pay supplemental. New budget authority totaling $911,000 and the release of funds withheld from obligation and transfers totaling $1,189,000 were approved, bringing the total amount for the 1981 pay supplemental to $2,100,000 for all appropriations under the Architect. This concluded the action on the Fiscal Year 1981 appropriations.

During Fiscal Year 1981, four appropriation hearings on the Fiscal Year 1981 budget were held in January and February of 1981.

OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel provides legal advice and services to the Office of the Architect of the Capitol with respect to all functions of the agency. From the standpoint of the Office of the General Counsel, these functions may be divided into three broad areas or categories: internal administrative functions; activities made the responsibility of the Architect by law; and litigation activities.

With respect to the first category, the General Counsel advises the Architect of the Capitol in personnel matters, on questions of authority, and on fiscal and budgetary matters. The Office of the General Counsel also provides such routine legal services as performing necessary legal research, reviewing and/or drafting legally oriented correspondence, and participating in the formulation of overall office policy.

With regard to the second category, the General Counsel prepares draft legislation and reviews and comments upon proposed legislation affecting the office; advises regarding matters arising from the Architect's statutory responsibility for superintendence of the buildings and grounds of the Legislative Complex, including claims arising under the Federal Tort Claims Act; provides legal review of contracts for the procurement of materials, supplies and services for the Congress; provides advice regarding the use of the Legislative Complex by members of the public for demonstrations and other assemblages; and performs all necessary legal services required for the acquisition of real property.

With respect to the third area, the General Counsel represents the Architect of the Capitol in Congressional and administrative hearings and other legal proceedings, where appropriate, or, when necessary, arranges for representation of the agency by attorneys of the Department of Justice. The Litigation Division of the Office of the General Counsel provides advice and support with respect to litigation brought or defended by the Architect of the Capitol, particularly with respect to litigation arising out of construction contracts in which the Architect of the Capitol is the Contracting Officer. The Litigation Division also serves as counsel for the Construction Management Division, furnishing advice regarding the administration of contracts and participating in negotiated settlements of claims and disputes arising out of construction contracts. During Fiscal Year 1981, such activities related primarily to the Philip A. Hart Senate Office Building, the James Madison Memorial Library Building and Capitol Power Plant projects.

During Fiscal Year 1981, the Office of General Counsel was deeply involved with several significant projects.

As the completion of the construction of the James Madison Memorial Library and of the superstructure of the Philip A. Hart Senate Office Building grew imminent, the prime contractors on both projects filed claims against the Office of the Architect of the Capitol totaling millions of dollars. The Office of General Counsel, and in particular the Litigation

Division, has been actively engaged in negotiations with counsel for these contractors, in an effort to arrive at equitable adjustments of these claims, thereby, hopefully, avoiding costly and protracted litigation.

Real estate transactions also played a major role in activities of the Office of General Counsel during Fiscal Year 1981. Pursuant to authority contained in Public Law 96-532, approved December 15, 1980, and Public Law 97-12, approved June 5, 1981, negotiations were completed for the acquisition of the so-called Marlow Coal property at 3rd and "A" Streets, N.E. for an addition to the U.S. Supreme Court grounds. Settlement is currently set for January 4, 1982, on this transaction. Negotiations are also complete relative to the acquisition of the DCRLA properties in Squares 582 and 640, as authorized in Public Law 96-432, approved October 10, 1980, and funded by Public Law 97-12, approved June 15, 1981, which are expected to go to settlement on December 2, 1981. Negotiations leading to the acquisition of the "Carr" site located in Square 693 and authorized in Public Law 96-432, are still actively in progress. Also this office has been heavily involved in negotiations with the Washington Metropolitan Area Transit Authority relative to the identification of an alternative site for the relocation of the Poplar Point Nursery of the U.S. Botanic Garden which WMATA will require for the site of a new subway station for the proposed Anacostia subway line.

Chief among the many advertised procurements of the Office of the Architect of the Capitol reviewed during Fiscal Year 1981, were the project for the construction of a bag house filter system for the United States Capitol Power Plant and the installation of solar collectors in House Office Building Annex No. 2, as well as the numerous contracts necessitated by the 1981 Inaugural Ceremonies.

PROPERTY MANAGEMENT/BUILDING AND GROUNDS

CAPITOL BUILDING

The Architect of the Capitol is charged by law with the structural and mechanical care of the Capitol Building, including operation of the mechanical equipment. The Architect is also charged with the domestic care of the central section of the Capitol, which includes the Rotunda, the Crypt, Statuary Hall, the corridors in the central section, and the stairways from the Rotunda to the first and basement floors; also, domestic care of most of the areas on the House side of the Capitol; three stairways in the central section, Senate side of the Capitol; the basement corridors in the central section; and the rooms in the basement and terrace occupied by the Architect's Office. The Architect of the Capitol has been charged with care of the Capitol since 1876.

The Supervising Engineer, Capitol Building, under the direction of the Architect of the Capitol, is responsible for the day-to-day maintenance, alteration, repair, and operation of the Capitol Building, including the operation of the following shops: Carpentry, Electric, House and Senate Engineers, Elevator, Labor, Paint, Plumbing and Sheet Metal Shops.

In addition to the regular maintenance of the Capitol Building, the following specialized alteration and conversion projects were completed in Fiscal Year 1981:

Rooms HT–48, HT–50, HT–52, HT–54, and HT–56 were converted from use as storage facilities to storage for active document files.

Rooms HT–58 and HT–60 were converted from storage space into office space for the Official Reporter of Debates.

Second Floor Corridor leading to the West Central Portico was partitioned and a door was installed to provide a new file room, HT–232A.

Room S–233. The former Senate Disbursing Office was altered to provide a reception room for the Senate Majority Leader.

Room HT–18. Floor to ceiling shelving was constructed and installed for additional flag storage.

Rooms S–151 and S–152. New partitions were constructed and installed.

Room S–127. The existing air conditioning ducts within the wooden bookcases serving this space were removed and a new air conditioning duct was installed. Upon removal of the wooden bookcases the ornamental wall areas were replastered and matching art work applied. In addition, the telephone booth within the room was removed and a viewing panel was installed in the east end of the room so this decorative space can be seen by the public from the adjacent corridor.

Room S–330. A new kitchenette unit was installed and the room was redecorated.

Room S–143. New cabinets, shelving and plaster soffits were installed in the south archways of this room.

House East Central Staircase. New handrails were added to the existing rails.

Room H–108. A new kitchenette was installed in the space adjacent to Room H–108.

Room S–218. A men's toilet facility for the handicapped was constructed and installed in a portion of this room with an entrance door through Room S–217.

Entrance to the Senate Chamber. A folding ramp with a wheelchair lift was installed at the east entrance to the Senate Chamber.

Room H–313. The anteroom adjacent to Room H–313 was altered to provide a more functional office layout.

Special Projects. The 1981 Presidential Inauguration was the first to be held on the west side of the U.S. Capitol. The west front was prepared for the ceremonies through the construction of a newly designed presidential stand. The various news media erected, at their expense, special studios and viewing stands at the oblique angle to the President's stand. The John Marshall Statue was removed from its pedestal and covered by a protective enclosure over which a camera stand was erected. Bunting was hung on the west central portico and on the facade of the President's stand. The entire west central front was scraped and two coats of new paint were applied. Twenty-four thousand chairs were rented and placed on the lawns and paved areas for spectators and press.

The existing copper surfaced roof and wooden roof substructure atop and surrounding the cupola area over the east central Senate stairway were demolished and replaced with new structural steel beams, reinforced concrete substructure and copper roofing. In addition, the copper clad wooden gutter serving this area to the roof drain was demolished and replaced with a new gutter supported by structural steel. Approximately 800 square feet of roofing and wooden support systems adjacent to the dome skirt over the west central section of the building was demolished and replaced in like manner. A new air intake arrangement was provided for a nearby air handling unit. The tin roof over the dome stairway cupola and approximately 50 square feet of tin roofing at the base of the cupola under the dome skirt were also replaced.

Carpentry Shop

The Carpentry Shop constructs and repairs high quality cabinetry and furniture and constructs, alters and repairs fine ornamental woodwork in the Capitol Building.

The Carpentry Shop performed repair work on all revolving doors and entranceways and all wooden doors and windows. In addition all door hardware, including locksets, hinges, door stops and closers, was maintained. Numerous frames were constructed for photographs and bulletin boards. Sheet metal stud systems were erected and gypsum board applied thereon; new suspending ceiling systems for conversion projects were installed. The shop performed locksmith activities, including cutting of new keys; constructed bookcases and shelving for offices; repaired Venetian blinds; and maintained rope halyards on flag poles.

Electric Shop

The Electric Shop installs, maintains and repairs electrical fixtures, controls and systems.

The Electric Shop performed all lamping work in the Capitol Building. In addition repair work was performed on chandeliers. All extension cords were provided and new electrical circuits with receptacles, as required, were installed for copy machines. All special event requests requiring electrical service, including press events, were fulfilled. Routine maintenance included House and Senate Restaurant electrical repairs. Maintenance was performed on automatic door openers, electrical tools and equipment. The Electric Shop maintained and adjusted smoke detection systems in air handling units, provided new electrical circuits and installed new lighting fixtures in conversion projects.

House and Senate Engineers

The House and Senate Engineers are responsible for the care and maintenance of all air handling equipment and controls. Filters were changed regularly and air handling units were washed and cleared, including heating and cooling coils. All steam and hot water piping systems were maintained, including replacement of steam traps and piping components where required.

Elevator Shop

The Capitol Building Elevator Shop is responsible for the care and maintenance of 25 elevators, 2 sidewalk lifts, 11 conveyors, 4 escalators and 1 dumbwaiter. Routine preventive maintenance procedures included daily checking of leveling and door operations, hall and car indicator lights, cleaning contacts on relays, proper lubrication of rotating parts and rails. In addition, the Elevator Shop installed and/or replaced new floor tiles as required.

Flag Flying

The Labor Force flew 68,953 flags over the U.S. Capitol Building during the fiscal year.

Labor Shop

This department provides the janitorial services for the House side of the Capitol and other areas of the building. In addition, ice and water were delivered for various committee meetings and office functions. All scaffolding required for repair work, alterations and painting is provided by this division as well as chandelier cleaning and window washing.

Paint Shop

This shop is responsible for the painting of all spaces within the Capitol Building and providing hand-painted signs, gilded signs, refinishing signs, mirror and picture frames, replacing broken glass and ornamental painting. Major projects included the painting of all exterior window sashes and frames of the west terrace and the restoration of ornamental painting in Room S-318.

Plumbing Shop

This shop made necessary repairs to existing plumbing related equipment in the Capitol Building in addition to installation of new

plumbing systems for conversion projects. All stoppages were cleared and all plumbing and drain piping and fittings that were beyond repair were replaced. Fire control equipment, including pumping stations and sprinkler piping, was tested.

Sheet Metal Shop

The Sheet Metal Shop performed necessary roof repairs including resoldering open seams, caulking riglets, replacing copper roof sections where necessary and replacing roof walkway sections. New metal ductwork was provided for conversion and alteration projects. All repair work on hollow metal doors was performed in the Sheet Metal Shop. Repairs and modifications to stainless steel shelving and counter work in the Senate and House kitchens and restaurants were performed. Miscellaneous welding and braying work was performed in the shop.

Miscellaneous Special Events

Arrangements were made for Joint Sessions and Joint Meetings of Congress and for various ceremonies conducted by the Daughters of the American Revolution, United Daughters of the Confederacy and American War Mothers.

CAPITOL GROUNDS

The Architect of the Capitol is charged by law with the care and maintenance of the Capitol Grounds and with any changes and improvements made to the grounds, and has been so charged since 1876. The Architect is also charged with authority to permit, and make arrangements for, the annual Service Band concerts at the Capitol. The Architect is responsible for the lighting and floodlighting of the grounds.

The Landscape Architect is responsible for the care and maintenance of the Capitol Grounds; he reports directly to the Architect of the Capitol.

In Fiscal Year 1981 the daily routine maintenance on the grounds included daily sweeping of the Capitol steps and walks; removal of trash and debris from the grounds; pick-up of trash and general hauling for the buildings in the legislative group; sweeping of roads and drives twice a week with the mechanical sweeper; mowing lawns during the last part of April through November; washing down the Capitol steps twice a week; and the watering of lawns at night, 6 nights a week during the summer. Snow and ice were also removed from the steps, walks and roads when required. This included spreading sand and ice removing pellets on streets, walks, and steps.

The approximately 185 acres of lawn areas, sidewalks, streets and roadways which comprise the U.S. Capitol Grounds are maintained by 28 gardeners and 15 laborers. Each year new beds and plantings are added in continuing programs to beautify the Capitol Grounds.

The trees on the grounds are maintained and cared for by the tree division assigned to the Capitol Grounds which includes 4 tree surgeons and 2 helpers. The trees are under a planned program for feeding and spraying. Approximately one-half of the trees are fed each year. The trees are periodically inspected by the Plant Pathologists from the U.S. Department of Interior. The chemical spray program which they recommend has been executed. The trees are sprayed in late winter and twice

during the summer months, or as often as required. During extreme dry periods the new trees are watered.

Each year we lose several trees which have to be removed from the grounds. Most of these trees die due to old age.

The Plumbing Division of the Capitol Grounds is responsible for routine and preventive maintenance on heating and ventilating units and for the winterizing, dewinterizing and maintenance of the ornamental and drinking fountains and all sprinkler systems. The Plumbing Division also installed and removed and stored equipment for the Inauguration.

Under a special allotment two trucks with trash compactors were replaced. Specifications were prepared for "Trucks with Compactors, for the United States Capitol Grounds," and advertised for bid. The contract was awarded to the low bidder, Peabody Galion Division/Peabody International Corp. for the sum of $64,344.00. The trucks were delivered November 6, 1981.

A complete listing of daily grounds activities, including new planting and removal for Fiscal Year 1981, is on file in the Central Office of the Architect of the Capitol. A complete list of trees on the Capitol Grounds is also on file.

SENATE OFFICE BUILDINGS

The Architect of the Capitol is charged by law with the structural, mechanical and domestic care of the Senate Office Buildings (Russell, Dirksen and five Annex Buildings), including operation of the mechanical equipment. The Architect is also responsible for the care, repair and purchase of furniture and furnishings. (Furniture and furnishings for the Senate side of the Capitol are under the jurisdiction of the Senate Sergeant-at-Arms.) The Architect is responsible for the heating, air conditioning, and lighting of the Senate Office Buildings. All construction and structural improvements and changes to buildings are made by the Architect of the Capitol. The Architect is responsible for the maintenance and operation of the subway transportation systems between the Senate Office Buildings and the Capitol and, also, of the garage in the Dirksen Senate Office Building. The Architect, in performing his duties in connection with maintenance and operation of the Senate Office Buildings, is, under the Act of June 8, 1942, as amended, subject to the approval of the Senate Committee on Rules and Administration in matters of general policy. From 1910 to 1942, the Architect performed such duties under authority of a resolution adopted by the Senate Committee on Rules, February 18, 1910. Commencing with construction of the original three wings of the Old Senate Office Building, 1905–1909, all construction work in connection with the Senate Office Buildings has been performed by the Architect of the Capitol under the direction of the Senate Office Building Commission, as is the case presently with respect to construction of the Hart Senate Office Building.

The Superintendent, Senate Office Buildings, under the direction of the Architect of the Capitol, is responsible for the day-to-day structural, mechanical, and domestic care of the Senate Office Buildings complex, including the operation of the following shops: Air Conditioning, Carpentry, Electric, Elevator, Masonry, Paint, Plumbing, Sheet Metal, Subway and Upholstery and Carpeting.

Major projects completed during the year included the remodeling and expansion of the Senate Photo Laboratory, the remodeling of the Senate Recording Studio, the rewiring of all committee rooms in the Russell

Senate Office Building, construction of a new room in the Russell subway terminal, remodeling the steam tables in the north and south cafeterias in the Dirksen Senate Office Building and the installation of new oil burners in the Senate Court and Immigration Buildings.

During the fiscal year the Superintendent's Office received approximately 55,000 requests for service resulting in the issuance of 49,000 work orders to the various shops under its jurisdiction. The various maintenance work was assigned according to shop. Activity and tasks performed by each shop are listed as follows:

Air Conditioning Shop

The Air Conditioning Shop is responsible for the modification, repair and operation of the air conditioning and refrigeration systems of the Senate Office Buildings.

Major projects completed during Fiscal Year 1981 included the installation of new pre-coil in Unit No. 9, the installation of heat and cool connectors in the front and rear entrances of the 128 C Street Building, the installation of dehumidifiers in 19F and on the automatic door in the Dirksen Building.

Carpentry Shop

Ten thousand three hundred forty-eight work orders were completed. Major projects included the installation of a raised floor, partitions, suspended ceilings and doors in the three rooms of the Senate Recording Studio. Similar work was completed in the Senate Photo Lab and the Security Engineers' Office. A room was built to house the cafeteria office and two rooms were partitioned off in the Hart Building.

Electrical Shop

The Electrical Shop installs, maintains and repairs electrical fixtures, controls and systems. In Fiscal Year 1981 9,668 service calls were answered, including the replacement of 10,864 incandescent bulbs and 7,793 fluorescent tubes. Major tasks included the installation of new wiring and lighting in various locations. The Electrical Shop is also working on the new subway tunnel to the Hart Building.

Elevator Shop

The Elevator Shop inspects, maintains and repairs mechanical and electrical components of elevators, escalators, dumbwaiters, lifts, garage doors, postal conveyors and a truck tailgate. In addition to performing routine work during the year, ordering and replacing necessary parts, cleaning and lubricating all systems and instructing new operators, the Elevator Shop answered 211 service calls, 193 miscellaneous calls and 112 cases of malicious damage.

Masonry Shop

The Masonry Shop installs, maintains and repairs interior and exterior marble, brick, block, tile and other stone work.

During Fiscal Year 1981 walls, ceiling and moldings in various buildings were plastered. Marble and tile were removed and replaced when necessary. Holes were cut and drilled for wiring purposes and caulking was done in various places to prevent water leakage.

Paint Shop

The Paint Shop applies paint, varnish and other finishes, as required, to decorate and protect both interior and exterior surfaces, trim and fixtures.

During this fiscal year, 705 work orders were answered. The Senators Dining Room and 603 offices were repainted.

Plumbing Shop

The Plumbing Shop installs, maintains and repairs pipes, fittings, joints and valves connected with the plumbing systems of the Senate Office Buildings. It is responsible for inspecting and testing all fire alarms, sprinkler systems and related fire equipment and for repairing and maintaining gas-fired hot water boilers, oil-fired steam boilers and gas-fired hot water heaters in the annex buildings.

Two thousand five hundred calls were answered in servicing this equipment.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies and repairs sheet metal assemblies. During the fiscal year it maintained and repaired the roofs of all Senate Office Buildings, the air conditioning duct systems and stainless steel equipment in the Senate cafeterias.

Subway Shop

The Subway Shop performs routine maintenance and improvements on the Senate side and the route between the Capitol and the Senate Office Buildings. During Fiscal Year 1981 all contact switches (528) were changed on the cars. Requests from other departments for machine work, welding and electric work were accommodated.

Upholstery and Carpeting Shop

The Upholstery and Carpeting Shop repairs and reupholsters furniture, repairs and installs carpet, fabricates and hangs draperies, restrings and hangs Venetian blinds and covers tables, cornices, bookcases, etc. Routine tasks were accomplished during this past fiscal year.

HOUSE OFFICE BUILDINGS

Pursuant to the provisions of 40 USC 175, the Architect of the Capitol, subject to the approval and direction of the House Office Building Commission, is responsible for the structural, mechanical and domestic care and maintenance of the three House Office Buildings, House Office Building Annexes, and Underground Garages. Under the direction of the Architect of the Capitol, the Superintendent of the House Office Buildings is responsible for the day-to-day care of the buildings, including the operation of the following shops: Air Conditioning, Carpenter, Cleaning, Electric, Elevators, Escalators and Subway, Industrial Equipment, Labor, Painting, Plumbing and Heating, Stone and Sheet Metal.

The Superintendent's Office maintains, in a confidential manner, the combinations of Members' safes and assigns office suites, rooms and storerooms to Members of the House. This assignment of office suites is performed under rules prescribed by the House Office Building Commission. With the assignment of an office to a Member, the Superintendent's Office makes the necessary arrangements to coordinate the moving of

the Member and the work of various trades, such as painting, electrical, changing of locks, installation or removal of partitions in conjunction with the personnel of the Clerk of the House and the Telephone Company.

The Superintendent's Office makes detailed suggestions to the Architect and the House Office Building Commission with regard to space requirements, remodeling within the buildings, and changes and improvements to existing facilities. In addition to the regular maintenance of the House Office Buildings, the following specialized alteration and conversion projects were completed under the direction of the Superintendent, House Office Buildings, in Fiscal Year 1981:

Cannon House Office Building—New track lighting was installed in Room 139 (the Beauty Shop) in order to improve working conditions over the beauticians' individual work stations. A total of eight 8-foot tracks, with two fixtures per track, were installed. A new panel was also installed to allow each fixture to be dimmed individually.

Room B-78, a storage area, was remodeled into a computer room for the Legislative Counsel The existing chilled water lines serving the building were tapped, and two 2-inch lines were extended approximately 700 feet to supply the two new air conditioning units. Additional electrical service was provided, as were new fluorescent lights and a dropped ceiling. The existing corridor door was reversed to swing out into the alcove, to allow for the installation of a contractor installed eight inch raised floor.

A new fire protection system was installed in the Cannon Building basement by in-house crews. The main corridor, storage rooms, equipment rooms, fan rooms and shops were included in the installation, which required approximately 300 sprinkler heads and associated piping.

The decorative painting of the Caucus Room is continuing with a projected completion date of early 1982.

Longworth House Office Building—Extensive renovations were completed in the Longworth Cafeteria. In conjunction with the Construction Management Division Alterations and Renovations Branch, one column was removed from the center of the dining area main floor and a new structural I-beam was inserted. All remaining columns were plastered, with the eight main floor columns receiving metal flutes and new precast terrazzo bases. All gallery columns were covered with a new vinyl wall covering and the columns were capped with wood trim, which was fabricated and milled by in-house forces. All columns were prewired for electrical convenience outlets and sound installations.

An entire revamping of the lighting system was completed, which included the removal of all existing ceiling fixtures and the installation of 57 new recessed louvered fluorescent ceiling fixtures. New recessed quartz "down" lights were installed and all 16 lights were wired to a master dimmer in the manager's office. Ten pendant incandescent light fixtures and new indirect fluorescent fixtures were installed over the serving lines. To complete the lighting, eight ornate custom designed column lights, with plant holders, were wired and installed on the center dining area columns.

Two existing water stations were relocated, which entailed capping the existing plumbing piping and cutting a masonry slab for the installation of new drain lines. In order to improve ventilation, 40

new anti-smudge air diffusers were installed in the ceiling to replace the existing square diffusers.

Extensive millwork and finishing was accomplished by in-house forces on the following items: the reworking of the cigar and candy counters, fabrication and installation of dividing screens and lattice work, the construction of the catering office and the fabrication of formica condiment stands and trash receptacles. An additional low screen masonry wall was erected in the southeast corner of the main dining area. This screen was plastered and covered with a vinyl wall covering to match the gallery columns. All existing mahogany handrails were refinished and the entire cafeteria was painted. The project was completed with the installation of a new sheet vinyl floor on the main dining area and new carpeting on the gallery floor.

New interconnecting doorways were cut in the following Members' suites: 1111, 1114, 1204, 1206, and 1414. This work involved the removal of existing built-in walnut bookcases; cutting through 10 inch terra-cotta walls and the fabrication of new walnut case opening and the staining to match the existing woodwork.

Eleven bathrooms were converted into office space in the following Members' suites: 1032, 1115, 1118, 1206, 1219, 1227, 1338, 1416, 1419, 1431 and 1515. This work entailed the demolition of the terra-cotta wall, removal and salvaging of the walnut door and trim; removal of the plumbing fixtures and capping; furring out and covering of the ceramic tile with drywall; the fabrication of wood base to match existing; and the installation of a new 2' x 4' fluorescent fixture.

Work in the Agriculture Committee Hearing Room, 1302, included the addition of new extruded bronze cones to the existing wall sconces. This modification allowed for the installation of a 75-watt floodlight to improve the overall lighting effect in the Hearing Room.

In the House Postmaster's office, B–227, alterations were made in two locations. A new private office was constructed, utilizing 6" block with a plaster finish. The room also received a new drop ceiling, minor HVAC modifications and new fluorescent lights. The work area for mail sorting was enlarged by the removal of two toilet rooms.

In conjunction with the overall improvements in fire protection and life safety, the subbasement level of the Longworth Building received a new fire protection sprinkler system. The installation included all shops, storage areas, mechanical equipment rooms, and main corridors.

Rayburn House Office Building—A new built-in cabinet was fabricated and installed in the hallway alcove in 2140, the Judiciary Committee Staff room. All millwork was fabricated by in-house personnel from birch and poplar and finished to remain compatible with the existing surroundings.

In B–304, the Republican Photographer's Studio, two new fiberglass sinks were installed to replace the original stainless steel units, which had deteriorated. Additional shelving units were constructed and installed, as was a new small storage closet in the film processing area. A new sheet vinyl floor was installed to complete the project.

Two new whirlpool bath tubs were installed in the Members' Gymnasium to replace the original tubs.

House Office Building Annex No. 1—Suites 801, 803, 804, 805, 806, 807, 809, 810, 811 and 822 were converted from apartments to functional office space. A new electrical closet was constructed between rooms 808 and 809, with additional power and new wiring installed in all eleven rooms. New interconnecting doorways were cut between rooms 801, 803, 804, 805, 806 and 807. The kitchen cabinets and sinks were removed and these areas were converted into usable office space. All suites had new window air conditioning units and fluorescent fixtures installed.

Alterations to Budget Committee rooms 207, 214 and 218 were done in the form of electrical and HVAC work, painting and the installation of new partitions. In room 207, an existing partition was removed and a new drywall partition with door was installed in order to create two private offices. A single private office was constructed in 214, and in 218 two private offices were created by the installation of two new doors and a drywall partition.

A new primary chilled water refrigeration system was installed by in-house personnel to replace the old system which had failed in the fall of 1980. The two chilled water units were transferred from the John Adams Building and set on a new concrete pad, which was poured to accept the units.

House Office Building Annex No. 2—Alterations to the U.S. Capitol Police training room were instituted to improve the overall teaching atmosphere and the instructors' working conditions. Two private offices for the instructors were added adjacent to the classroom. All ceiling fixtures were replaced with new fluorescent fixtures and new electrical service was provided to the new private offices. Additional HVAC was provided through new ductwork and diffusers. To complete the project, a new door was installed in the existing masonry wall from the corridor to the classroom.

Two private offices were constructed in H2-244. Additional electrical outlets were installed and two thermostats were relocated to provide for proper temperature control.

Alterations were completed in rooms H2-303, 304, 305 and 308 thru 312 in order to accommodate the relocation of the Law Revision Counsel from the Rayburn Building. Two new interconnecting doorways were cut between H2-304 to 305, and H2-310 to 311. Two new private offices for professional staff members were built in H2-308 and 309, and both offices had new sound control dividing partitions fabricated. Minor electrical and HVAC modifications were also made. Rooms H2-303, 308 and 312 received custom made walnut bookcases supplied by the Clerk of the House and installed by in-house personnel. To complete the project, metal shelving units were assembled and installed on all walls in H2-312.

For the Energy and Commerce Committee, minor alterations were completed in rooms H2-350 and 351. The space was renovated to provide for three separate offices to include a general office, a conference room and a private office. Metal stud and drywall partitions were utilized, with two new hollow metal standard doors in each dividing partition. Overhead fluorescent ceiling fixtures were relocated and rewired, and HVAC modifications were incorporated.

The Congressional Budget Office rooms (H2-416A, H2-423 and H2-460) were subdivided to provide individual private offices in each space. All partitions were metal stud and drywall, with new hollow metal entry doors in the new partitions. Additional electrical

receptacles were provided and the existing fluorescent lights were rewired to allow for individual room control.

In conjunction with the overall construction of House Office Building Annex No. 2, in-house forces completed the following projects:

The aluminum protective "skin" on exterior air shafts 1, 2, 3 and 4 was installed. The work involved the painting of the exposed structural steel, the installation of the roof drains on each shaft, related masonry and caulking and the installation of slag roofs on 3 of the 4 shafts.

The heating lines and window convectors were installed in the northeast and southeast quadrant of the first floor.

A new steam station was constructed in the subbasement to replace the original station. The building steam was reduced from 250 lbs. p.s.i. to 15 lbs. p.s.i. with no intermediate reduction.

In the basement all domestic hot and cold water lines were repiped, the storage tanks were refurbished and new fire pumps were installed.

Air handling units No. 9 and No. 10 were installed in the basement.

The Superintendent's Office coordinates the activities of many shops that perform the maintenance and repair on the buildings. A sampling of the type of work performed is listed by shop. A complete list of each task performed is kept on file in the Central Office of the Architect of the Capitol.

Air Conditioning Shop

The Air Conditioning Shop is responsible for the modification, repair and operation of the air conditioning and refrigeration systems of the House Office Buildings.

The following lists the volume of routine maintenance performed by this shop by building in Fiscal Year 1981:

Cannon House Office Building—In addition to the general maintenance, 696 service calls were made to various offices.

Longworth House Office Building—Seven hundred sixty service calls were made. Repairs included work on equipment such as thermostat relays, air volume and hand dampers and air grills.

Rayburn House Office Building—The shop answered 2,130 service requests.

House Office Building Annex No. 1—Three hundred sixty-four service calls were answered. Twenty-two air conditioners were installed.

House Office Building Annex No. 2—Three hundred and five room calls were answered.

Carpenter Shop

The Carpenter Shop constructs and repairs high quality cabinetry and constructs, alters and repairs the ornamental woodwork in the House Office Buildings.

In Fiscal Year 1981, 7,260 work orders were handled. It also performed such tasks as making keys (12,089), assembling 6,621 picture frames and crating articles for shipment.

Cleaning Shop

The cleaning crew cleans office suites and conference rooms including dusting, vacuuming, emptying trash, washing windows, etc.

During the fiscal year the cleaning crew performed the routine cleaning of all Members' suites, committee rooms, and all other rooms in the House Office Building complex.

Electric Shop

The Electric Shop installs, maintains and repairs electrical fixtures, controls and systems.

The following lists the volume of routine maintenance performed by this shop, by building, in Fiscal Year 1981:

Cannon and Longworth House Office Buildings—In addition to the routine general maintenance of the buildings, 5,966 work orders were serviced.

Rayburn and House Office Building Annex No. 1—In addition to the routine general maintenance of the buildings, the shop serviced 2,302 work orders.

House Office Building Annex No. 2—In addition to the routine general maintenance of the building, 3,390 work orders were serviced.

Elevator, Escalator and Subway Shop

The Elevator, Escalator and Subway Shop inspects, maintains and repairs mechanical and electrical components of elevators, escalators, dumbwaiters and lifts in the House Office Buildings. This shop also performs routine maintenance and improvements of the House-side subway cars and the route between the Capitol and the House Office Buildings.

The volume of routine maintenance performed by this shop, by building, in Fiscal Year 1981 is as follows:

Cannon, Longworth and House Office Building Annex No. 2—The 30 elevators, 1 dumbwaiter, 1 sidewalk lift and 1 hydraulic elevator in these buildings required 3,463 service calls.

Rayburn and House Office Building Annex No. 1 and Underground Garages—Nine hundred thirty-four service calls were made to maintain and repair 34 elevators, 1 dumbwaiter, 31 escalators and 2 subway cars.

Labor Shop

The labor crew washes marble and windows and polishes brass, as well as moving furniture and providing manual assistance, as required, to other shops in the House Office Buildings. In Fiscal Year 1981 approximately 73,487 service calls were answered. A total of 242 congressional moves were completed.

Painting Shop

The Painting Shop applies paint, varnish and other finishes to decorate and protect both interior and exterior surfaces, trim and fixtures in the House Office Buildings.

In addition to the routine painting of numerous rooms, corridors and other spaces and items in Fiscal Year 1981, the Painting Shop cut glass for and painted 6,621 picture frames, stenciled 32 various

signs and spot plastered walls and patched 398 rooms before painting.

Cannon House Office Building—One hundred nineteen suites, four single rooms, and two committee rooms were painted. Decorative work continued on the Caucus Room.

Longworth House Office Building—One hundred thirty-eight suites, 51 single rooms, one committee room, the 6th floor corridor, storerooms, lobbies, public men's rooms and the Bake Shop work area were painted.

Rayburn House Office Building—In addition to painting 138 suites, 6 committee rooms and 28 single rooms, the shop painted all lobbies, public men's and ladies' rooms, the police pistol range, the Credit Union, the Members' Dining Room, B-354 and banquet room B-339.

Plumbing and Heating Shop

The Plumbing and Heating Shop installs, maintains and repairs pipes, fittings, joints and valves connected with the plumbing system.

The following lists the volume of maintenance performed by this shop, by building, in Fiscal Year 1981:

Cannon and House Office Building Annex No. 1—Routine repair calls numbered 1,312.

Longworth House Office Building—Six hundred eighty-eight service calls were made.

Rayburn House Office Building—In addition to the routine maintenance performed in this building, 1,431 service calls were answered.

House Office Building Annex No. 2—One thousand one hundred and sixty-nine calls were handled.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies and repairs sheet metal assemblies in the House Office Buildings. During the year the shop serviced 1,251 service requests, repaired 52 minor leaks and continued work on the copper roofs of the Cannon and Longworth House Office Buildings. It also performed a great deal of ductwork.

Stone Shop

The Stone Shop installs, maintains and repairs interior and exterior marble, brick, block, tile, and other stonework. A number of large projects, including resetting the plinths from the first through the fifth floors of the Cannon House Office Building, were accomplished during the fiscal year.

CAPITOL POWER PLANT

The Capitol Power Plant produces steam for heating and chilled water for cooling all of the major buildings in the Capitol Complex. In addition steam is provided on a reimbursable basis to the Washington City Post Office and the Government Printing Office. Steam and chilled water are provided on a reimbursable basis to the Folger Shakespeare Library.

During Fiscal Year 1981 the Capitol Power Plant generated 957,976 thousand lbs. of steam and 52,719,261 ton-hours of refrigeration, using

35,062 tons of coal and 1,028,560 gallons of oil. Fuel oil was used only when coal was unavailable. Steam production was 16.2 per cent greater than in Fiscal Year 1980 because of the colder weather and full occupancy loading of the Madison Library Building. Steam was also provided to the Hart Building to prevent freezing conditions. Chilled water production was 28.4 per cent greater than in the prior year because of the Madison Library Building and other loads which have been added.

Significant progress was made in Fiscal Year 1981 in bringing the West Refrigeration Plant up to the operational standards of the Capitol Power Plant. Platforms were erected to permit inspection and cleaning of condensers, and equipment throughout was painted. Rotors to two of the four York refrigeration compressors were removed and rebuilt by York Corporation under warranty because of defects in weldments. Three of four right angle gears driving the cooling tower fans were rebuilt by Philadelphia Gear Corporation under warranty. Additional instrumentation was installed by plant personnel to account for energy and chilled water production; other miscellaneous projects were completed to enhance the reliability and availability of equipment throughout the West Refrigeration Plant.

Engineering and planning progressed for the installation of fabric filters (Baghouse) on Boiler No. 1 and No. 2. Completion of this project will bring these two boilers into compliance with the particulate emission requirements of the District of Columbia. The fly ash reinjection systems on coal-fired boilers were removed and replaced with automatic ash pulling equipment. Opacity monitors were installed on plant boilers to bring them into compliance with the District of Columbia's requirements. Preparations were made to provide steam to the National Visitor Center in the fall of 1981. A variety of other miscellaneous projects were performed to upgrade plant equipment and systems, to minimize pollution and to maximize plant operating efficiencies and reliability.

A report, "Management Study of the United States Capitol Power Plant," was prepared as an internal review of plant operating and management practices and a work order system was developed to account for the allocation of manpower within the plant. Methods of accounting for plant utilities and fuels consumed were reviewed in an effort to maximize plant efficiency and minimize waste.

LIBRARY OF CONGRESS

In June 1980, P.L. 96–269 was signed into law, thereby changing the names of the Library of Congress Buildings. The Main Building became the Thomas Jefferson Building; the Thomas Jefferson Building, also known as the Annex, became the John Adams Building.

The Supervising Engineer's Office at the Library is responsible for the structural and mechanical care of the Library buildings and grounds, which include the Thomas Jefferson Building, the John Adams Building and the James Madison Memorial Building.

Additional responsibilities include providing liaison with the Library of Congress to maintain the proper interrelationship between the constantly changing and expanding functions and programs.

At the end of Fiscal Year 1981 this office had a total of 117 permanent employees. The organization consists of a Supervising Engineer, an administrative staff and eight maintenance shops including air conditioning, carpentry, electric, elevator, machine, painting, plumbing and sheet metal. The major duties of the Supervising Engineer's Office are to

provide supervision and the necessary manpower to perform all maintenance and construction work and to operate all building equipment under the jurisdiction of the Architect of the Capitol. Custodial maintenance of the buildings and care of the grounds is under the jurisdiction of the Library of Congress.

During Fiscal Year 1981, approximately 3,500 written requests for service were received and completed. This does not include calls received by the shops for services that are performed daily and after normal working hours.

Increased emphasis has been placed on fire alarm systems and sprinkler systems in the Library Buildings. New fire alarm equipment has been ordered for the Thomas Jefferson Building and the John Adams Building, and sprinkler systems are being designed for book stacks in both of these buildings. New exit signs and fire extinguishers have been installed in all three buildings to comply with the Library's requirements. Periodic testing of existing fire alarm systems in the Thomas Jefferson Building and the John Adams Building have been increased.

The entire second and third floors, parts of the ground and first floors, John Adams Building, were renovated. This included partition installations, painting of all walls, application of fire retardent paint on acoustical ceilings, removal of existing wiring in underfloor ducts, installation of new wiring required for occupancy, and installation of new coaxial cables to computer terminals on all floors. Handicap ramps and handrails were completed at the Second Street entrance. Old caulking and mortar were removed from north and west sides of the John Adams Building from the top of the third floor windows to the cap stone and recaulked. This should prevent future water leakage and damage to the third and fourth floors.

In the James Madison Memorial Building a new signage system was installed. Exit signs and fire extinguishers were located as required for the new occupants. Damage to interior doors, exterior roll-up doors and door hardware is very heavy. Wooden bumpers were installed in the Cafeteria dining area and kitchen to prevent damage to the walls. The relocation of the Preservation Laboratory required numerous electrical, water, gas and fume hood exhaust hookups plus the installation of a new PVC water line to the water service entrance, approximately 1,000 feet of pipe. Many problems continue to exist in the fire alarm system, but progress is being made in correcting these deficiencies with the help of the Electrical Engineering Division. New electronic equipment has been purchased for the book conveyor system and it is being installed by the Electronic Engineering Division. This new equipment should reduce some existing problems and provide better service to the Library. The James Madison Memorial Building security system has not been completely accepted from the contractor; this has caused delays in some Library moves.

The Computer Service Center on the first floor, Card Catalog Area, Thomas Jefferson Building was remodeled; this included new partitions, construction of eight special tables for computer terminals, complete rewiring and painting of the facility. On the second floor, Thomas Jefferson Building, we assisted the Library's Exhibits Office in constructing two slide projection viewing theaters, numerous sheetrock and hardboard pylons and specially designed structures for an exhibition about the construction of the Library. The Electric Shop installed new track lighting and security system and the entire exhibit was painted.

This is the fourth year of an extensive program to modernize the central air conditioning units in the Thomas Jefferson Building. With the aid of the Air Conditioning Engineering Division, our Sheet Metal and Air Conditioning Shops rebuilt one air conditioning unit. This work included replacement of all galvanized sheet metal panels with new stainless steel panels and the installation of new copper and stainless steel chilled water and heating coils including piping and controls.

Other projects in the Thomas Jefferson Building are rebuilding the freight elevator in the East Parking Lot and preparation of the old Cafeteria for future maintenance division shop area.

The Computer Room facilities in the John Adams Building received a thorough remodeling, including the removal of the temporary wooden enclosure on the Second Street lawn, chilled water packaged units, transformers, piping and concrete pad. The excavation was backfilled, graded and seeded. In the Computer Room all underfloor wiring was removed, new electric feeders were installed from the substation in the cellar to main distribution panels on the ground floor. New partitions were installed and all new wiring was required for computer equipment. One new air handling unit was installed.

Air Conditioning Shop

The Air Conditioning Shop works three 8-hour shifts, seven days a week. With the force operating at full capacity, satisfactory environmental conditions required in most areas by the Library are being maintained in all three buildings. The major scheduled preventive maintenance work included inspecting and cleaning all air handling units, checking motors and starters, calibrating controls and adjusting damper and valve operators. General maintenance work includes replacement of bearings in drive motors and fan shafts, and replacement of pulleys and V-belts. All general and preventive maintenance programs are on schedule.

Major projects for this year included renovation of one air handling unit in the Thomas Jefferson Building including installation of new chilled water lines and new cooling coils, calibration of all control points in the HVAC system in the James Madison Memorial Building, operation of all air conditioning equipment in the James Madison Memorial Building, renovation of six air handling units in the John Adams Building with the installation of new spray trees and the installation of a new air handling unit in the John Adams Computer Room.

Carpenter Shop

A large amount of work this year has been expended in the erection of new partitions and suspended ceilings and demolition of old partitions. In addition to normal maintenance work, other nonroutine jobs were done such as work in connection with occupancy of the James Madison Memorial Building; construction of new exhibit facilities on the second floor of the Thomas Jefferson Building; new sorting tables for the Mail Room, James Madison Memorial Building; installation of oak baseboards in the sixth floor Cafeteria, James Madison Memorial Building; construction of 8 tables for Computer Service Center, Thomas Jefferson Building; installation of room numbers and office titles in the James Madison Memorial Building; and installation of new partitions in the remodeled John Adams Building Computer Room.

Electric Shop

The Electric Shop has personnel on duty three shifts each day and is responsible for new electrical installations and replacements, routine and preventive maintenance of all electric systems from the substations throughout all three Library buildings. This shop is also responsible for the security and fire alarm systems in the Thomas Jefferson Building and the John Adams Building and the fire alarm system in the James Madison Memorial Building including periodic preventive maintenance of the smoke detection systems. During the past year the Electric Shop has had a very heavy workload, but they are meeting the schedules for Library moves to the James Madison Memorial Building and the John Adams Building. Because of the commitment to provide electrical service for occupancy of the James Madison Memorial Building and the John Adams Building, the preventive maintenance program has not been as active as in previous years.

The major projects for the Electric Shop during this year were the installation of CATV and computer cables in the John Adams Building and the James Madison Memorial Building, preparation for occupancy of the Madison Building, the installation or relocation of electrical outlets, assisting with the preparation of special exhibits, complete installation of electrical work for computer equipment in the John Adams Building, and major rewiring for occupancy of the ground, first, second and third floors in the John Adams Building.

Elevator Shop

The Elevator Shop operates seven days a week: 6:00 a.m. to 10:00 p.m. on weekdays, 7:00 a.m. to 6:30 p.m. on Saturdays and from 8:00 a.m. to 6:30 p.m. on Sundays and holidays. The shop is responsible for the maintenance and repairs needed for 34 units in the John Adams Building and Thomas Jefferson Building, 26 units in the James Madison Memorial Building, and 13 units in the Supreme Court Building. This shop is required to service four buildings having a total of 73 units and 512 door openings, covering two shifts per day plus weekends, holidays and special events.

Machine Shop

The services of the Machine Shop are required at all times while the book conveyor systems are in operation, which is Monday through Friday from 7:30 a.m. to 10:00 p.m., Saturday 7:30 a.m. to 5:15 p.m. and Sunday 9:15 a.m. to 5:15 p.m. The primary function and responsibility of the shop is to maintain and service all the book conveyors and pneumatic tube systems in all three buildings of the Library of Congress.

The secondary responsibilities include maintenance of overhead garage doors, cutting keys, installing and servicing locks, maintaining paper baler, all welding and machine work, maintaining grounds and snow removal equipment, and support work for other shops and other buildings in the Capitol Complex. The majority of preventive maintenance work on the book conveyor systems and pneumatic tube systems is done on Sundays. These systems are also checked each day for any malfunctioning parts and are corrected where necessary.

The major project for this shop during the year was the mechanical maintenance of the new computer operated book conveyor system in the James Madison Memorial Building. The time required to maintain and service locks and door closers in all three buildings and the cutting of keys averaged approximately two man years. With the present staff the

workload has been kept up to date except for the continuing problems with malfunctioning door closers in the James Madison Memorial Building.

Paint Shop

Interior painting in the Thomas Jefferson Building consisted of 5,200 square feet of ceilings and 116,000 square feet of walls, doors and window frames. In the John Adams Building, 136,000 square feet of ceilings and 180,000 square feet of walls and doors were painted. In the James Madison Memorial Building, 41,807 square feet of walls were painted and 32,000 square feet of concrete floors were sealed with plastic finish.

Exterior painting of window frames, doors, planters, tables, curbing and parking lines was accomplished during Fiscal Year 1981, utilizing a total of 417 manhours.

Shop work required 3,000 manhours of labor and consisted of miscellaneous painting, mixing paint, glazing, ordering and stocking supplies and stenciling. Approximately 580,000 square feet were painted in Fiscal Year 1981 using 1,875 gallons of paint. This is an increase of 200% over Fiscal Year 1980.

Plumbing Shop

This shop is responsible for the performance of all plumbing, pipefitting, steamfitting and pipe insulation in three Library buildings. The shop maintains and installs equipment such as vacuum pumps, water piping, toilet fixtures, drinking fountains, sanitary equipment, fire pumps, fire sprinkler systems, fire hose stations, fire extinguishers, Halon fire extinguishing systems, lawn sprinkler system, cafeteria equipment, low and high pressure steam lines, gas, air, sewer piping, and the demineralized water system in the James Madison Memorial Building.

The Plumbing Shop operates seven days a week from 7:30 a.m. to 4:00 p.m., with one man scheduled from 4:00 p.m. to midnight.

Preventive maintenance of plumbing facilities is an important assignment of this shop. Work done in this area has consisted of cleaning, repairing and painting of circulating pumps, condensate pumps, sump pumps, sewage pumps, and fire pumps in all buildings as well as servicing and maintaining fire extinguishers, fire hoses, racks and sprinkler systems.

The workload in the Plumbing Shop has been very heavy during this fiscal year because of installation of equipment in the James Madison Memorial Building Research and Testing Lab, Preservation Lab, Fumigation Room and Coffee Shop.

Sheet Metal Shop

This shop is responsible for all the copper roofs, metal casings, all air conditioning and ventilating ductwork, metal containers for large pneumatic tube systems, metal partitions, wire grills, metal cabinets and book shelving, metal doors and jambs and construction of various sheet metal items requested for the Exhibit's Office, Preservation Lab, and Recording Lab.

Major projects of this shop during Fiscal Year 1981 include the relocation and installation of moveable metal partitions in the James Madison Memorial Building, the rebuilding of air conditioning unit No. 4 in the Thomas Jefferson Building, the removal of stainless steel kitchen equip-

ment from the old cafeteria, and the replacement of sections of the copper roof of the Thomas Jefferson Building.

BOTANIC GARDEN

The Architect of the Capitol has served as Acting Director of the United States Botanic Garden since July 3, 1934. The Architect is responsible for the maintenance and operation of the Garden and for any construction changes or improvements made to the Garden.

The Architect performs his duties in connection with the Garden under the direction of the Joint Committee on the Library which is charged, by law, with control over the Garden.

The United States Botanic Garden performs four main functions. First, the organization maintains a large public Conservatory in which permanent collections of tropical, subtropical, and desert plants are housed under 29,000 square feet of glass. Major collections include aroids, bromeliads, cacti, cycads, ferns, orchids, and palms. There is an ongoing program for the collection of new plant material for the Conservatory, in accordance with the official purpose of the Botanic Garden which is ". . . to collect, cultivate and grow the various vegetable production of this and other countries for exhibition and display . . ." Thus, new plants are frequently being added to the collections. The building, located at First Street and Maryland Avenue, S.W., Washington, D.C., is open to the public from 9:00 a.m. to 5:00 p.m. seven days a week except during the summer months when it is open from 9:00 a.m. to 9:00 p.m. daily. There is no charge for admission.

Second, the Botanic Garden maintains a public park located on Independence Avenue, across from the rear entrance to the Conservatory. The Park, approximately one acre in size, features a wide variety of summer blooming annuals, herbaceous perennials, and unusual woody plants. (The focal point of the Park is the historic Bartholdi Fountain.) The Park, like the Conservatory, is an evolving garden in which new species are constantly being introduced and reviewed for performance. Areas within the Park are frequently redesigned and replanted creating an ever changing display. A constant attempt is made to represent the increasing variety of plant material which becomes available to gardeners each year.

The third major responsibility of the U.S. Botanic Garden is to sponsor four annual plant and flower shows, held inside the Conservatory. Special display areas, totaling 9,000 square feet, are used for this purpose. The Easter Show, featuring masses of spring flowering plants, is the first such event of the year. It is held from Palm Sunday through Easter Sunday. The second annual show, The Summer Terrace Display, is held on the patio in front of the building from May through September. Hundreds of flowering and foliage plants in hanging baskets highlight this event. The third show, held from mid-November through the Thanksgiving holiday, features a wide variety of chrysanthemums. Poinsettias dominate the last annual show held from mid-December through Christmas. In addition, the Garden hosts plant and flower shows sponsored by area garden clubs and plant societies each year.

The fourth function is the maintenance of the Poplar Point Nursery located in Anacostia, Washington, D.C., just a few miles from the Conservatory. This area includes approximately 50,000 square feet under glass and 23 acres of land, five of which are used as an outdoor growing area for woody plants. All of the plants displayed in the annual show are

raised at the Nursery. Additional material grown at this facility includes 12,000 orchids (used in the rotating exhibition held the year round in the Conservatory), all the plants displayed in the Park and on the Conservatory grounds, much of the material incorporated into the permanent collections housed in the Conservatory, the herbaceous and woody plants used outdoors in the Capitol Hill complex, those plants loaned to congressional offices, and palm trees as well as cut flowers used for decoration at congressional functions.

Other duties of the Botanic Garden include group tours given the year round, a series of horticulture classes held from September through May, and a plant information service. All services are offered free of charge. The Botanic Garden Conservatory is also the site of a variety of congressionally related functions held in the evening, after the building has been closed to the public.

The above duties are performed by a work force of 57 people, including 34 gardeners, nine operating engineers, a maintenance crew of seven, and seven who are employed in a supervisory or clerical capacity.

Fiscal Year 1981 has been particularly productive in all areas. New species were added to each of the Conservatory collections. The majority of additions included succulents, orchids, and begonias. Each new plant has been formally labeled, as is the policy of the Garden.

New perennials and unusual annuals were added to the Park during Fiscal Year 1981. Hundreds of chrysanthemums and pansies were planted in the Park beds extending the flowering season into late autumn.

The quality of each annual show was improved with the addition of many new and exciting props plus a wider variety of plants. The Easter Show included the bold colors of primroses and cinerarias plus the usual Easter lilies, tulips and daffodils. This show was well attended by the public who anxiously awaited spring. The addition of an old time Grist Mill, complete with functioning water wheel, in the west wing was the delight of the thousands of people who attended this annual event. The Summer Terrace Display presented a world of colorful blossoms, delectable vegetables and beautiful green foliage. Hundreds of hanging baskets filled with fuchias, lantanas, impatiens, ivies, coleus and petunias against a background of Phoenix palms graced the Conservatory's terrace. Flower beds containing over 5,000 annuals surrounded the terrace and lined the walks. The Summer Terrace Display is the Garden's largest, longest running and most widely acclaimed plant and flower show. The Poinsettia Show was vastly improved by the addition of a Santa's workshop complete with elves and wooden toys, and a traditional style home portraying a scene of a night before Christmas.

Florafest II was a very popular show with an attendance of over 30,000 people. The theme of Florafest II was "Spring Is In The Air." This show included exhibits, speakers and a plant clinic. An attempt was made to represent as many facets of horticulture as possible. Invitations were extended to organizations that had demonstrated the ability to develop quality displays. Some of the exhibitors included were the Smithsonian Institution, Brookside Gardens, National Capital Area Federation of Garden Clubs, District of Columbia Cooperative Extension Service, and the National Arboretum.

Other responsibilities of the Botanic Garden have also increased. Group tours and attendance at the horticulture classes continued to increase. Group tours of the Conservatory have become very popular with the local and out-of-state school systems. Congressional staffs also increased their requests for guided tours during Fiscal Year 1981.

In addition, many VIP tours were given to people of many countries including China, India, England and Japan. In addition, a self-guided tour was added this year to better serve people who visit the Garden by themselves. A total of 39 congressionally related functions were held in the Conservatory during the Fiscal Year 1981.

A special effort was made by the administrative staff to bring senior citizens organizations into the Conservatory during the major shows and classes; over 100 senior citizens organizations enjoyed participating in our programs.

The increase in public interest in the events occurring at the Garden necessitated additional publicity. Press releases continue to be sent to local radio stations, newspapers, newsletters, and magazines prior to each show and horticulture class. A schedule of events is always in the information rack located in the Conservatory.

Over 1,200 invitations to attend the major shows and classes were sent to Members of Congress and their staffs prior to each event. The information service which provides horticultural and general information via telephone and letter was greatly increased during this fiscal year.

Decoration Division

A total of 712 decorations were provided during Fiscal Year 1981. Palms and ferns were delivered to designated buildings, set up in rooms reserved for Congressional functions and returned to the greenhouses. Deliveries included 607 centerpieces, 11,683 cut flower arrangements and 270 vases. Plants were also loaned to congressional offices.

Nursery Division

In addition to the materials supplied to the Capitol Grounds, the Nursery Division maintained the outside nursery and grounds at Poplar Point. This involved the mowing of grass, the planting of liner nursery stock, irrigation, fertilization, application of insecticides, constant cultivation of nursery fields and the pruning of nursery stock.

Old Greenhouse Division

In addition to the contributions towards the Spring Flower Show, the production of bedding plants and the Chrysanthemum Show, this Division also produced the cut flowers used by the Decoration Division.

Orchid Division

The orchid collection, numbering 16,000 plants, is considered one of the finest in the United States. During Fiscal Year 1981, 4,523 flowering orchids were displayed in the ongoing exhibition at the Conservatory. The employees of the Orchid Division also produced 900 assorted varieties of fern and 150 Rex begonias for use in the Conservatory. The employees of the Orchid Division have actively participated in the National Capital Orchid Society. In Fiscal Year 1981, 53 orchid plants were added to the collection by private donation.

Propagation Division

In addition to the contribution made towards the Spring Flower Show and the production of bedding plants, this division was also responsible for producing plant materials used in the Conservatory and nursery liner stock. A complete list is on file with the Central Office of the Architect.

SUPREME COURT

The Supervising Engineer, U.S. Supreme Court, is responsible for the structural and mechanical care of the Supreme Court Building and grounds. Additional responsibilities include providing liaison with the Supreme Court to maintain the proper interrelationship between the constantly changing and expanding functions and programs.

In Fiscal Year 1981 the Supervising Engineer, in addition to directing the routine maintenance of the Court, coordinated the activities of seven major projects. These included the installation of a computerized energy conservation control and monitor system, major roofing repairs, the repair of birdproofing systems in the four courtyards, the subdivision of the west section of room 48 to provide work and storage space for the curator, the installation of a booklift in the library, the replacement of concrete basins for the two west plaza fountains and the repair of marble steps and pavers at the west entry plaza.

The various routine maintenance work was performed by the individual shops under the Supervising Engineer. A summary of their accomplishments is presented as follows:

Air Conditioning Shop

This shop is responsible for maintaining acceptable building environmental conditions by performing preventive and routine maintenance and monitoring meters and alarms. It also maintains the refrigeration equipment of the food service operation.

Electric Shop

This division is responsible for the maintenance and repair of electrical distribution equipment and lighting and control systems. This fiscal year programs concerned with computer installation, modernization of existing equipment and the continuing project of breaker replacement dominated the work schedule.

Elevator Shop

The maintenance of elevator equipment is assigned to the Library of Congress Elevator Shop and coordinated by the Supreme Court Electric Shop. Electric Shop personnel inspect each elevator daily and notify the Library of Congress Elevator Shop if maintenance work is required. During Fiscal Year 1981, 67 elevator service calls were recorded.

Grounds

Routine maintenance was performed on the lawns and landscaped areas of the Supreme Court Building, the four courtyards and plant materials within the building. Fountains were cleaned and snow was removed. Plant material was provided for special Court functions. A special project this year was the replacement of 200 hedge plants along Maryland Avenue and Second Street.

Masonry Shop

During Fiscal Year 1981 maintenance and repair of the interior and exterior marble and brick included cleaning interior wall surfaces; tuckpointing and caulking; plaster repairs; leveling of steps, terrace and plaza areas caused by settlement; repair of chipped and broken marble sections; resetting tiles and repair of exterior fountain surfaces.

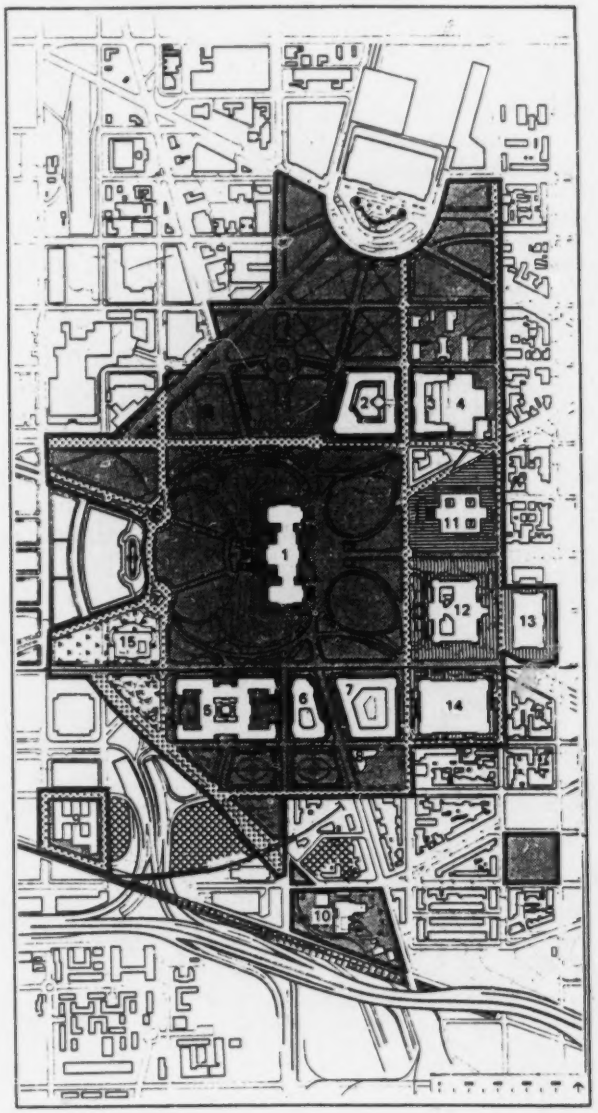
Paint Shop

This shop is responsible for the maintenance and repair of protective coverings. Work is directed by the decorator painter with assistance provided from other divisions or the Construction Management Division, depending on the scope of the project. Work is scheduled based on occupant activity or the time lapse since prior painting. A number of building areas required premature painting due to water infiltration caused by deteriorated roofing and roof drains. Work accomplished during Fiscal Year 1981 included repainting 62 rooms and building areas, refinishing 19 rooms on the first and second floors with oak paneling, refinishing 20 wood doors within the building, refinishing exterior east fountain and various sign painting and repair of gold leaf ornamental plaster in the corridors.

Plumbing and Heating Shop

This shop is responsible for the preventive and routine maintenance and repair of plumbing, heating and fire protection systems. Other special trade areas that are assigned include sheet metal work, painting, carpentry, glazing, locksmith and roofing. This shop is responsible for shift personnel who provide a 7 day per week coverage of building operations. Examples of special projects completed during Fiscal Year 1981 are the installation of steam heating units and associated steam lines, initiation of a program to replace obsolete plumbing fixtures, replacement of concrete basins for the two fountains located on the west plaza and the installation of a graphics system.

JURISDICTION OF THE ARCHITECT OF THE CAPITOL, 1981



Architect of the Capitol Jurisdiction Boundary

U.S. Capitol Grounds
1. U.S. Capitol Building

Senate Office Buildings
2. Russell Building
3. Dirksen Building
4. Hart (under construction)

House Office Buildings
5. Rayburn Building
6. Longworth Building
7. Cannon Building
8. Annex No. 1
9. Annex No. 2
10. U.S. Capitol Power Plant

U.S. Supreme Court
11. U.S. Supreme Court

Library of Congress
12. Jefferson Building
13. Adams Building
14. Madison Building

U.S. Botanic Garden
15. U.S. Botanic Garden

Streets, part of the U.S. Capitol Grounds under the District of Columbia for maintenance and improvement only

Properties authorized to be acquired for addition to the U.S. Capitol Grounds pursuant to P.L. 96-433, 94 Stat. 1851, October 10, 1980

ARCHITECT OF THE CAPITOL SUMMARY OF APPROPRIATIONS AND AUTHORIZED POSITIONS, FISCAL YEAR 1981

Appropriation	Amount	Number of authorized positions
Salaries	$3,327,000	101
Contingent Expenses	210,000	.....
Capitol Buildings	7,559,000	215
Capitol Grounds	2,274,000	80
Acquisition of property as an addition to the Capitol Grounds	11,500,000	.....
Senate Office Buildings	11,881,000	511
Senate Garage	104,000	3
House Office Buildings	17,099,000	782
Capitol Power Plant	18,700,000	104
Library Buildings and Grounds	5,183,000	133
Botanic Garden	1,644,000	57
Total	579,481,000	1,986
Care of the Building and Grounds, Supreme Court	1,568,000	33
Acquisition of property as an addition to the Grounds of the United States Supreme Court	645,000	.....

ARCHITECT OF THE CAPITOL APPROPRIATIONS, FISCAL YEARS 1978–1981

(INCLUDING SUPPLEMENTALS)

Appropriation	Fiscal Year 1978		Fiscal Year 1979		Fiscal Year 1980		Fiscal Year 1981	
	Amount	Positions	Amount	Positions	Amount	Positions	Amount	Positions
Salaries, Office of the Architect of the Capitol	$2,129,500	78	$2,490,000	90	$3,008,000	94	$3,327,000	101
Contingent expenses	210,000		210,000		210,000		210,000	
Capitol buildings	6,468,300	210	6,380,000	215	7,702,000	215	[1] 7,559,000	215
Capitol grounds	2,435,400	80	2,644,000	80	[2] 2,377,000	80	[3] 2,274,000	80
Acquisition of property as an addition to the Capitol Grounds							11,500,000	
Master plan for future development of the Capitol grounds and related areas	100,000							
Senate office buildings	10,696,600	497	10,717,600	509	11,433,000	511	11,881,000	511
Senate garage	161,900	7	171,000	7	206,000	7	[4] 104,000	3
House office buildings	19,693,400	800	21,635,000	797	19,116,000	797	[5] 17,099,000	782
Capitol power plant	13,053,600	92	13,735,000	104	14,181,000	104	[6] 18,700,000	104
Library buildings and grounds, structural and mechanical care	2,303,100	75	[7] 3,296,000	[8] 136	4,410,000	136	[9] 5,183,000	133
Library of Congress James Madison Memorial Building	7,675,000							
Grand total, Architect of the Capitol	64,926,800	1,839	61,278,600	1,938	62,643,000	1,944	77,837,000	1,929
Botanic Garden, salaries and expenses	1,371,300	57	1,448,000	57	1,534,000	57	1,644,000	57
Care of the building and grounds, Supreme Court	800,000	33	1,475,000	33	2,182,000	33	1,568,000	33
Acquisition of property as an addition to the Grounds of the United States Supreme Court							645,000	

[1] Excludes $97,000 rescinded by P.L. 97–12.
[2] Excludes $1,792,000 rescinded by P.L. 96–304.
[3] Excludes $10,000 rescinded by P.L. 97–12.
[4] Excludes $104,000 rescinded by P.L. 97–12.
[5] Excludes $200,000 rescinded by P.L. 97–12.
[6] Excludes $70,000 rescinded by P.L. 97–12.
[7] Additionally, includes $425,000 Program Supplemental request for early occupancy of James Madison Memorial Library Building.
[8] Includes 39 new positions requested for inclusion in Program Supplemental for early occupancy of James Madison Memorial Library Building.
[9] Excludes $430,000 rescinded by P.L. 97–12.

PROJECTS COMPLETED BY THE ARCHITECTURE DIVISION

FISCAL YEAR 1981 (BY BUILDING)

United States Capitol

East Front Lobby: New Safety Railing
Room HT–18: Shelving for Flag Office
Rooms HT–48 thru HT–56: Remodeling for the House Document Room
Suite H–403: New acoustical wall panels
Room HB–9: Alteration to Coffee Shop
Room S–145: Relocation of Disbursing Office
Room H–231: Cabinetwork
Room S–143: New cabinets
Room S–233: Renovation
Room H–107: New breakfront interior decoration, new cabinetwork
Room H–152: New built-in cabinets
Hall adjacent to H–232: Enclose for office
Office adjacent to H–313: New built-in desk and shelves
Crypt: New display cabinets
Suite 405: New acoustical wall panels
Stair Hall South of Old Senate Chamber: Proposed stair storage
Room S–127: View window in door
Room H–116: Refurbishing and new cabinetwork
Room S–127: Remove bookcases and reroute air conditioning
Rooms HT–58 and HT–60: Renovation for office use
Room S–330: New cabinetwork and interior decoration
Room H–311: Alterations
Room H–150: New bookcases
Room H–144: New counter
Room H–114: Alterations, new fireplace and interior decoration
House Restaurants: New busing stations
Lobby east of S–233: Exhibit cases
Room H–306: Refurbishing for Ladies Retiring Room
Room H–130 and H–131: Renovations
Room H–321: New radio booth and interior decoration
Room H–230: New bookcase
Toilet Rooms near H–306: Remodeling
Room H–115: Sound control door
Room S–233: New marble mantels
Rooms H–132 and H–133: Renovations
Room S–231: New cabinet in closet
Room SB–8: Convert closet to toilet room, convert Photo Lab to office space
Room H–220: New built-in furniture
Room H–160: New toilet room
Room S–127: Extend conference table
Room HB–29: New cabinetwork and refurbishing
Room S–113: New room sign
Rotunda: New containers for trash, ash trays and fire extinguishers
Room H–203: Furniture layout and interior decoration
Room S–145: Relocate Disbursing Office
Old Senate Chamber: Layout for swearing-in ceremony
Room ST–44: Plan and section
House Terrace Corridor: Proposed closet
Floor Plans of Various Rooms: ¼″ = 1′–0″ scale
West Front Terraces: Inaugural Stands

Senate Chamber: New wheelchair lift
Furniture layouts of the following: Rooms S-330, H-307, S-321, H-219, HT-5
Room S-120: New room sign
Room H-108: New cabinetwork
Senate Chamber: New seating plan
Senate Press Gallery: Proposed alterations
Room H-305: Furniture layout and interior decoration
Specifications for painting the West Central Front

Capitol Grounds

Inaugural Stands: Design for Inaugural ceremony
Jurisdictional Map: Updating of map
Project for the Handicapped: New facilities in various locations in buildings and grounds

Russell Senate Office Building

Room B-17C: New doorway
Subway Terminal: New mezzanine
Suite 109: Security windows
Furniture layouts of the following:
Suites 353, 232, 326, 316, 342, Rooms 437A, 140A, 201 and 201A

Dirksen Senate Office Building

Rooms G-100 and G-120: Remodeling Print Shop
Northwest Entrance: Modification for handicapped
Furniture layouts for the following:
Suites 4321, 4203, 1113, 3327, 4239, 5313, G-332, 1117, 3230, Room G-201
Tobacco Shop: Remodeling
Room G-116: Alterations
Throughout Dirksen and other Senate Office Buildings: Space planning for relocation of various offices upon completion of Hart Senate Office Building

Senate Office Building Annexes

Carroll Arms 203 and 204: New partitions
Immigration Building: A-511 Furniture layout
Floor Plans of Various Rooms: ¼″ = 1′0″ scale

Cannon House Office Building

Room B-78: New Computer Room
Caucus Room: Sound console cabinets
Room 210: Alteration to rostrum
Suite 515: New partition
Fourth Floor Southeast Corner: Two new offices in corridors
Suite 226: New partition
Floor Plans of Various Rooms: ¼″ = 1′-0″ scale
Room 334: Modifications to Hearing Room
Furniture layouts for the following:
Suites 233, 312, 223, 239, 242, 323, 222, 312, 222, 116, 117, 125, 435, 508, 126, 513, 312, 412, 329, 230, 413, 240, 419

Longworth House Office Building

Post Office: Remodeling
Room B-208: New partition and interior decoration
Room B-203: Alterations to door
Room B-244: Toilet alterations for handicapped
Suite 1236: New partitions
Alterations and furniture layouts: Suites 1317, 1101 and 1115A
Suites 1413, 1114: New doorways
Room 1611: Renovate for office use
Suite 1323: New partitions and furniture layouts
Cafeteria: Signage
Room B-217: Alterations
Room B-219: New doors

Furniture layouts of the following: Suites 1127, 1229, 1022, 1711, 1032, 1502, 1441, 1424, 1222, 1008, 1226, 1207, 1105, Rooms 1710B, 1516A, 1037A, 1127A
Corridor: Studies for new sprinkler systems
Plans of Various Rooms: ¼" = 1'-0" scale
Room 1310: Interior decoration
Porte-Cochere: Color scheme for ceiling panels

Rayburn House Office Building

Room 2410: New cabinet
Basement Southeast Garage Area: Covert to storage room
Interior decorations: Rooms B-354, B339
Rooms 2220 and 2222: New rostrums
Rooms 2125 and 2143 thru 2147: New partitions and furniture layouts
Room 2446: New shelf for cornice
New partitions: Suites B-351A, 2137, Room 2140
Suite B-353: Relocate partitions
Room B-359: New door
Room B-326: Remodel carry out shop
Furniture layouts for the following: Suites 2187, B-371A, B-301C, 2322, 2165, B-334, 2370, 2317, New storage rooms
Gymnasium: Alterations to shower
Room 2128: Interior decoration for Committee Room
Room 2125: Bulletin board for corridor

House Office Building Annex 1

Rooms 203, 206, 207, 212, 214, 218 and 222: Alterations for the Budget Office
Eighth Floor: Remodeling for offices
Furniture layouts of the following: Rooms 518, 402, 407, 604

House Office Building Annex 2

Penthouse Floor: New police training facilities
Room H2-244: Alterations
Rooms H2-303, -304, -305 and -308 thru -311: Alterations
Room H2-544: Revise partition
Fourth Floor: New partitions for the Congressional Budget Office
Rooms H2-350 and -351: Alterations
Rooms H2-312 and -313: Alterations
Room H2-316: Alterations
Room Number Directory and Signage
Space Assignments
Ground Floor: Relocation of bakery from Longworth Building
Corridors: Color studies
Rooms H2-315 thru -324: Alterations
Rooms H2-614 thru -625: Alterations
Rooms H2-416A, -423 and -460: Alterations
Rooms H2-600 thru -611: Alterations
Room H2-246: Furniture layout

Library of Congress Buildings

Thomas Jefferson and John Adams Building: Bronze building signs
Madison Memorial Building: Signs for truck entrance, bumper rails for Cafeteria, new partitions and shelving for the Clerk of the House, Ground Floor fire exit, Terrace and Atrium furniture

Supreme Court Building

Library: New booklift
Relocation of statue of John Marshall
Special Library: New lighting
Room 40 and 41: New door

Botanic Garden

Camp Simms: Survey for relocation of Botanic Garden

PROJECTS COMPLETED BY THE CONSTRUCTION MANAGEMENT DIVISION ALTERATIONS AND RENOVATION BRANCH

FISCAL YEAR 1981 (BY BUILDING)

In Fiscal Year 1981 this division participated in or handled 31 projects. The value of these projects was $1,292,532 of which $1,072,329 consisted of labor costs, $195,605 was spent on materials, and $24,598 was performed under outside contracts.

Day labor forces working through the year ranged from a low of 25 to a high of 97. Purchase requisitions prepared and issued by this division totaled 323.

Estimates were prepared for 101 projects at various locations within the jurisdiction of the Architect of the Capitol.

U.S. Capitol

Inaugural Ceremonies: Construction of stands on the West Front.
Rooms H–132 and H–133: Alterations.
Senate Chamber: Installation of wheelchair lift.
Room S–231: Construction of cabinet.
Room H–114: Installation of fireplace and fabrication of marble table top.
Room S–330: Alterations.

Capitol Grounds

Subway Tunnel: Corrective work on leakage problem.
Stone Wall: Repair to First Street wall damaged in automobile accident.
West Terrace: Repairs to pavers, replacement of stone balusters.

Russell Senate Office Building

Window Replacement: Fabrication and installation of mahogany windows.
Roof Repairs: Remedial work on the roofs and balustrades.
Birdproofing: Replacing existing system.

Longworth House Office Building

New Roof: Completion of roof project at seventh floor level.
Cafeteria: Completion of remodeling of food service facility.

Rayburn House Office Building

Center Court: Repairs to Center Court Pool.
Garage: Repairs to granite arches.

House Office Building Annex No. 2

Exterior Shafts: Enclosing HVAC ducts.
Solar Collectors: Initiation of a solar collector system.

Supreme Court

Roof Repairs: Continuing repairs to parapets and lead coated roof gutters.
Fountain: Repairs to two fountains on the West Terrace.
Bookstacks: Installation of booklift.
Steps: Repairs to West Main Steps.

Room 48: Continuation of miscellaneous alterations started in 1980.
Birdproofing: Replacement and extension of birdproofing.

Library of Congress Buildings

Facilities for the Handicapped: Completion of construction of four access ramps on the west side of the John Adams Building.

Capitol Power Plant

Earth Station Foundation: Concrete foundation for 5-meter satellite earth station.
Gates and Fences: Resetting on Virginia Avenue and South Capitol Street.

Botanic Garden

Administration Building: Repointing of exterior walls.

CONSTRUCTION MANAGEMENT DIVISION, NEW CONSTRUCTION BRANCH, PHILIP A. HART SENATE OFFICE BUILDING CONSTRUCTION DATA

Phase I—Temporary access—Contract No. ACso–434

Contractor: A. A. Beiro Construction Co.

Original contract price	$175,000
Change orders issued	36,032
Final contract amount	211,032
Work completed	100%

Major work performed:

Miscellaneous renovation work convert existing office space into receiving room and garage entrance.

Chronology:

Invitation for bids (IFB) date	March 18, 1975
Bid date	May 2, 1975
Contract award date	May 20, 1975
Notice to proceed	June 5, 1975
Contract completion date	October 1, 1975
Substantial completion date	November 17, 1975
Final payment requisition submitted	October 1977

Phase II—Excavation and foundation—Contract No. ACso–451

Contractor: George Hyman Construction Co.

Original contract price	$5,488,000
Change orders issued	455,056
Adjusted contract amount to date	5,933,056
Requisitions to date	148,326
Work completed	100%

Major work performed:

Excavation and foundation phase, including truck tunnel entrance, as well as tunnel connection to the existing subway system of the Dirksen Senate Office Building.

Chronology:

Invitation for bids (IFB) date	November 3, 1975
Bid date	December 4, 1975
Contract award date	December 11, 1975
Notice to proceed	December 30, 1975
Substantial completion date	May 31, 1977
Contract completion date	February 24, 1977
Adjusted completion date	June 19, 1977

Phase III—Exterior stone—Contract No. ACso–476

Contractor: Vermont Marble Co.

Original contract price	$5,810,444
Change orders issued	(82,113)
Adjusted contract amount to date	5,728,331
Supplemental Agreement (for custodial services)	58,956
Requisitions to date	5,787,287
Work completed	100%

Major work performed:

92,937 Cubic feet of stone was delivered to the stoneyard.

Chronology:

Invitation for bids (IFB) date	December 1, 1976
Bid date	January 13, 1977
Contract award date	February 9, 1977
Notice to proceed	March 1, 1977
Contract completion date	August 26, 1978
Adjusted completion date	December 31, 1978

Phase IV—Superstructure—Contract No. ACso–491

Contractor: Baltimore Contractors

Original contract price	$34,180,000
Change orders issued	719,361
Adjusted contract amount	34,899,361
Value of claims for direct costs	290,581
Value of extended overhead requested	12,605,859
Requisitions to date	32,373,579
Work actually completed	99%
Work scheduled to have been completed	100%

Major work performed:

Continuing work on completing the building enclosure, including site work, structural steel, concrete slabs, fireproofing, roof systems, windows and exterior walls.

Division 2—Sitework	99%
Division 3—Concrete	100%
Division 4—Stone & Masonry	99%
Division 5—Metals	99%
Division 6—Woods & Plastics	100%
Division 7—Thermal & Moisture Protection	99%
Division 8—Windows, Doors & Hardware	99%
Division 9—Finishes	98%
Division 10—Specialties	73%
Division 11—Equipment	0%
Division 13—Special Construction	100%
Division 15—Mechanical	97%
Division 16—Electrical	81%

Chronology:

Invitation for bids (IFB) date	July 11, 1977
Bid date	August 30, 1977
Contract award date	October 25, 1977
Notice to proceed	October 25, 1977
Contract completion date	April 14, 1980

Phase V/A—Interior and related work—Contract No. ACso–513

Contractor: J. W. Bateson Company, Inc.

Original contract price	$15,691,000
Accepted additives	3,832,000
Total contract price	19,523,000
Change orders issued	222,858
Adjusted contract amount	19,745,858
Value of claims	24,013
Requisitions to date	17,449,806
Work actually completed	91%
Work scheduled to have been completed	91%

Major work performed:

Continuing work on completion of major portions of the subbasement through ground floor and mechanical and electrical systems in the first through ninth floors.

Division 1—Mobilization	100%
Division 2—Sitework	100%
Division 3—Concrete	100%
Division 4—Masonry	100%
Division 5—Metals	98%
Division 6—Woodwork	98%

Division 7—Waterproofing	57%
Division 8—Windows, Doors and Hardware	87%
Division 9—Finishes	74%
Division 10—Specialties	17%
Division 11—Equipment	0%
Division 13—Special construction	95%
Division 14—Elevators & AMDS	98%
Division 15—Mechanical	92%
Division 16—Electrical	92%
Division 17—Controls	79%

Chronology:

Invitation for bids (IFB) date	August 7, 1978
Bid date	December 7, 1978
Contract award date	December 27, 1978
First notice to proceed	February 5, 1979
Second notice to proceed	October 15, 1979
Third notice to proceed	July 1, 1980
Scheduled contract completion date	July 31, 1982

Phase V/B—Remaining interior, electrical and related work—Contract No. ACso-548

Contractor: Charles H. Tompkins Co.

Original contract price	$30,734,600
Change orders issued	1,317,470
Adjusted contract price	32,052,070
Value of claims	28,479
Requisitions to date	18,512,150
Work actually completed	54%
Work scheduled to have been completed	49%

Major work performed:

Continuing work on completion of the majority of the interior finishes and electrical work, and the extension of the existing Senate Subway.

Division 2—Sitework	85%
Division 3—Concrete	93%
Division 4—Masonry	67%
Division 5—Metals	23%
Division 6—Wood and Plastics	9%
Division 7—Thermal and Moisture Protection	20%
Division 8—Doors and Windows	42%
Division 9—Finishes	71%
Division 10—Specialties	65%
Division 11—Equipment	14%
Division 14C—Conveying Systems	83%
Division 15—Mechanical	69%
Division 16—Electrical	59%

Chronology:

Invitation for bids (IFB) date	April 3, 1980
Bid date	May 13, 1980
Contract award date	June 19, 1980
First notice to proceed	June 19, 1980
Second notice to proceed	September 2, 1980
Scheduled contract completion date	October 31, 1982

Phase V/B2—Remaining elevator and escalator work—Contract No. ACso-547

Contractor: U.S. Elevator Corp.

Original contract price	$2,996,600
Requisitions to date	1,017,903
Work actually completed	35%
Work scheduled to have been completed	34%

Chronology:

Invitation for bids (IFB) date	December 6, 1979
Bid date	February 7, 1980
Contract award date	June 9, 1980
First notice to proceed	June 17, 1980
Second notice to proceed	January 19, 1981
Scheduled contract completion date	July 3, 1982

Phase V/B4—Interior Demountable Partitions—Contract No. ACso-570

Contractor: Transwall Corporation

Original contract price	$268,255
Work actually completed	0%
Work scheduled to have been completed	0%
Chronology:	
Invitation for bids (IFB) date	June 11, 1981
Bid date	July 8, 1981
Contract award date	August 6, 1981
Notice to proceed	September 25, 1981
Scheduled completion date	September 1, 1982

Phase V/B6—Interior stone procurement—Contract No. ACso-549

Contractor: Georgia Marble Co.

Original contract price	$2,489,000
Change orders issued	2,073
Adjusted contract price	2,491,073
Requisitions to date	1,146,510
Work actually completed	50%
Work scheduled to have been completed	48%
Chronology:	
Invitation for bids (IFB) date	April 15, 1980
Bid date	May 9, 1980
Contract award date	June 17, 1980
Notice to proceed	September 22, 1980
Scheduled contract completion date	March 1, 1981
Liquidated damages	$500/Calendar Day
Liquidated damages assessed	None

○